COIT13239 *Undergraduate ICT Internship*
Term 2 - 2021

Profile information current as at 12/10/2024 03:58 pm

All details in this unit profile for COIT13239 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student).The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
Undertaking an internship or work-integrated learning (WIL) provides you with experiences to advance your work readiness and opportunities to demonstrate your skills in your chosen discipline while working in an authentic environment. During the internship, you will put into practice the knowledge and skills you have gained while studying your discipline units. You will reflect on your developing practical skills and your learning experiences in the context of WIL, while also putting into practice your teamwork and communication. You will spend ten weeks with your internship host during your last term and the remaining three weeks on campus.

Details
Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *12*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.25*

Pre-requisites or Co-requisites
Pre-requisites: You must have completed all units in your course except this one and passed all those units on the first attempt. Anti-requisites: COIT13230, COIT13232 or COIT13236.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 2 - 2021

- Mixed Mode

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**
Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Unit Coordinator Self Reflection

Feedback
A navigation map would help students to find resources easily.

Recommendation
Added a navigation map as a guide for students to the ICT Internship Resources and the Internship Teams site.

Feedback from Unit Coordinator Reflection

Feedback
A professional video demonstrating how to work on ePortfolium would be helpful for the students to properly complete assessment 3.

Recommendation
An educational developer from the Learning Design and Innovation Directorate needs to be involved/requested to prepare the video presentation.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Apply academic knowledge and skills in an authentic work environment
2. Communicate an understanding of the relevance of legal and ethical issues related to your discipline
3. Work collaboratively in teams in the context of a workplace
4. Critically reflect on strength and weakness in knowledge and skills related both to your discipline and workplace experience.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.
ACS members can use the tool MySFIA to build a skills profile at
https://www.acs.org.au/professionalrecognition/mysfia-b2c.html
This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Technical specialism (TECH)
- IT management (ITMG)
- Methods and tools (METL)
- Application support (ASUP)
- Problem management (PBMG)
- Learning and development management (ETMG)
- Professional development (PDSV)

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level | • Introductory Level | • Intermediate Level | • Graduate Level | ∘ Professional Level | ∘ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Written Assessment - 0%	•	•	•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication		•	•	•
2 - Problem Solving	•		•	
3 - Critical Thinking	•		•	•
4 - Information Literacy		•	•	•
5 - Team Work	•		•	
6 - Information Technology Competence	•		•	•
7 - Cross Cultural Competence			•	•
8 - Ethical practice		•	•	•
9 - Social Innovation		•		
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 0%	•	•	•	•	•	•	•	•	•	

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Access to Microsoft software such as PowerPoint, MS Project and Visio
- Zoom (both microphone and webcam capability)

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Marilyn Wells Unit Coordinator
m.wells@cqu.edu.au
Rahat Hossain Unit Coordinator
m.hossain@cqu.edu.au

Schedule

Week 1 - 12 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend online Zoom meeting with unit coordinator. Please access the meeting link via the ICT Internship Resources site posted on COIT13239 Moodle website. **Purpose of this meeting:: This session will discuss the assessment requirements throughout .the term. We will also look at the new Moodle format with the shared resources with the Postgraduate ICT Internship Date: July 16th, 2021 5pm AEST**

Week 2 - 19 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement.

Week 3 - 26 Jul 2021

Module/Topic	Chapter	Events and Submissions/Topic

		Attend host organisation as per training agreement.

Week 4 - 02 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement. **Submit Assessment Part 1: Overview of Host organisation and description of your tasks. Report Format - Due on Friday Week 4 @ 6 pm (AEST) and returned within 2 weeks.**

Week 5 - 09 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement.

Vacation Week - 16 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement. Interns do not have a Vacation Week as you attend the host organisation for 10 consecutive weeks.

Week 6 - 23 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement.

Week 7 - 30 Aug 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement. **Optional:** Attend online Zoom meeting with unit coordinator. Please access the meeting link via the ICT Internship Resources site posted on COIT13239 Moodle website.. Purpose of Meeting:: Drop-in session to discuss any concerns you have with your assessments. **Date: September 3rd, 2021. 5pm AEST**

Week 8 - 06 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per training agreement.

Week 9 - 13 Sep 2021

Module/Topic	Chapter	Events and Submissions/Topic

		Attend host organisation as per training agreement. **Unit Coordinator will open Choices in Moodle on the ICT Internship Resources site** for you to select your preferred presentation time. **Note 1: the number of days and time allocated to the presentations will depend in the number of Internship students in Term 2 2021.** **Note 2: If you fail to select your preferred date and time, the Unit Coordinator will allocate you to a session. It is your responsibility to check the date and time of your presentation.**
Week 10 - 20 Sep 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Attend host organisation as per training agreement **NOTE**: This is the last week of your internship unless specific arrangements have been made. **Attend** online Zoom meeting with unit coordinator. The link will be posted on the ICT Internship Resources Moodle website. Purpose of this meeting: This session will discuss the presentation format for Week 11. **Date: September 21st, 2021 5pm AEST**
Week 11 - 27 Sep 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Assessment 2: Presentation of your learning experiences while at the host organisation. **Due as per your Choices selection.** **Documentation due October 1st, at 6pm AEST** **Session Zoom links posted in the ICT Resources page.**
Week 12 - 04 Oct 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Review/Exam Week - 11 Oct 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Assessment 3: Reflective Internship Report Report - via Moodle Portfolio - via Portfolium **Reflective Internship Report due on Friday October 15th, 2021 at 6pm (AEST) and returned on certification day - 5th November, 2021.**
Exam Week - 18 Oct 2021		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Term Specific Information

Unit Coordinator: Dr Marilyn Wells
Location: Rockhampton North
Phone: 07 4923 2758
Email: m.wells@cqu.edu.au
Central Queensland University ICT Society (CQUICTS) www.linkedin.com/groups/13885387

Assessment Tasks

1 Internship Assessments and Presentation

Assessment Type
Written Assessment

Task Description
All assessments in this unit are PASS/FAIL. However, the associated marking criteria does contain marks so that you can evaluate your performance throughout this unit.
Upload formats are: MS Word, MS PowerPoint. Please see Moodle site for details.

This assessment consists of four components: an overview of your host organisation and a description of your tasks, a presentation based on your learning journey, a reflective internship report (including ePortfolio) and feedback from the host organisation. None of the assessments in this unit have an explicit word length and you are to use your judgement when completing the assessments. You will not achieve a passing grade by submitting minimal information, nor should you require hundreds of pages to accomplish this task.

1 - Overview of Host Organisation (report format) - Due on Thursday Week 4 - 6 pm (AEST) and returned within 2 weeks.
This assessment requires you to submit an overview of your host organisation, what industry they operate in, who you report to while there and a detailed description of the tasks you will undertake. The following report layout will assist you in developing your report.

- Executive summary
- Table of contents
- Introduction to the internship organisation
- Reporting structure - who do you report to and who is on your team
- Detailed description of the tasks to be undertaken
- Summary
- Reference list
- Appendices (as appropriate)

(Please note: Zipped files or pasted images will receive ZERO marks.)
2 - Presentation due Week 11 as per Presentation Choices and opening for selection Week 9. Documentation due Friday Week 11 at 6pm (AEST) and returned within 2 weeks.

- This assessment requires that you give a presentation about your learning experiences while at the host organisation. The format of time allowed to each student is: 10 minutes presentation, 5 minutes Q&A, 5 minutes handover to next presenter, with a total of 20 minutes allocated to each student. Please note the time allocation is dependent on the number of presentations scheduled.
- Closer to the time of your presentation, the unit coordinator will organise with you the time slot for your presentation. (Note: The presentation date will be determined by availability of appropriate sessions during Week 11)
- You should base your presentation on aspects of your learning journey while at the host organisation and these should be discussed in more depth in your reflective internship report.
- You should introduce yourself at the start of your presentation, which major you studied and your host organisation. If you chose to undertake your internship based on your minor, please let the audience know this as well.

Presentation tips

- Set up and use of visual aids
- Timing of presentation, including Q&A
- Presented content is relevant to the internship
- Content is clear and concise

Presentation manner

- Professional dress
- Content is well explained
- Response to questions during Q&A

(Please note: Zipped files or pasted images will receive ZERO marks.)
3 - Reflective Internship Report due on Friday Week 13 at 6pm (AEST) and returned on certification day.
Please note there are TWO parts to this assessment.

Part A - Reflective Internship Report
This assessment requires that you write a final report on your placement with your host organisation and reflect on your learning experiences at your host organisation. As mentioned earlier there is no explicit word length requirements but you must submit a report that allows your marker to fully understand what you learned and how this helped you to carry out your tasks. Exercise your judgement to state what you need to and discuss it in enough detail so that we understand what you have achieved and did during your internship**.**
Your report should consist of the following:

- Executive summary
- Table of contents
- Introduction, including your approach to learning your tasks
- Reporting structure including a responsibility matrix (RACI chart)
- Significant activities and events throughout your internship
- Detailed description of tasks performed, including any additional tasks assigned after the Host Overview report submitted earlier in the term.
- Any changes to the organisation based on your tasks undertaken
- Perceived strategic alignment of your tasks to organisational strategy
- Summary of your detailed reflections contained in your ePortfolio
- Conclusions
- Reference list

(Please note: Zipped files or pasted images will receive ZERO marks)
Part B - ePortfolio using Portfolium
Part B - The second part of this assessment is your reflective ePortfolio. You should reflect on how the internship has assisted you in identifying and filling any knowledge gaps you may have felt you possessed. You develop your portfolio in Word and upload to Portfolium. Make sure that you include access to your ePortfolio with your uploaded work. If your marker cannot see your portfolio online you may receive ZERO marks. Included in your ePortfolio should be:

- The process of gaining a placement, job interviews and orientation
- A weekly discussion of the tasks you undertake with your host, and should consist of your daily tasks, your reflection on how these tasks assisted you to learn, and how you intend to fill any knowledge and skill gaps you identify through your reflection.
- A review of available jobs on https://www.seek.com.au/ that match your skills gained at the Host Organisation and your Resume developed to apply for one of the jobs you identifies. (note: you should include the jobs found in your weekly reflections and discuss why you thought the job suitable).
- A review of your skills level using the Skills for the Information Age (SFIA) framework.

(Please note: Zipped files or pasted images will receive ZERO marks.)
4 - Feedback from Host Organisation. Host organisational feedback will be posted and released to you on within two weeks of **submitting the Final Evaluation including student comments.**

- This assessment is based on the feedback from your host organisation throughout the term. **You do not need to submit this assessment**.
- The unit coordinator will upload the final version of the form to Moodle.

Assessment Due Date

Separate items as per schedule.

Return Date to Students

Items 1, 2 and 4 - within two weeks of submission. Items 3 on Grade Certification day).

Weighting
Pass/Fail

Assessment Criteria
Please refer above to the assessment description section for details as to the content of the assessments. Assessments are to be uploaded as MS Word documents, MS PowerPoint slides and PDF files. You may also upload MS Project documents to support your work.
No other type of upload will be accepted and zipped files will receive ZERO marks.
Marking templates are on Moodle and you may wish to use these as a template for your reports.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Via Moodle

assessmentOutcome

- Apply academic knowledge and skills in an authentic work environment
- Communicate an understanding of the relevance of legal and ethical issues related to your discipline
- Work collaboratively in teams in the context of a workplace
- Critically reflect on strength and weakness in knowledge and skills related both to your discipline and workplace experience.

assessmentGradAttribute

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem