



# PPMP20017 *Project Management Internship*

## Term 1 - 2018

Profile information current as at 17/05/2024 01:55 pm

All details in this unit profile for PPMP20017 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

An internship provides you with real project management experience while working with an employer (work-integrated learning). You will integrate knowledge and skills gained while studying your discipline units with their application in the workplace to further develop your project management competencies. You will document and reflect on your learning experiences and on the employer's contribution to your professional development.

#### Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: *12*

Student Contribution Band: *10*

Fraction of Full-Time Student Load: *0.25*

#### Pre-requisites or Co-requisites

Pre-requisites: PPMP20014 Complex Project Management, and PPMP20015 Project Management Research Proposal

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 1 - 2018

- Brisbane
- Melbourne
- Sydney

#### 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 Postgraduate 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](#).

## Unit Learning Outcomes

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

1. Apply project management knowledge and skills in the workplace
2. Communicate an understanding of the relevant legal and ethical issues related to the project management profession
3. Work collaboratively in teams in the context of a workplace, either as member of a project team, a project manager, or a shadow to a project manager
4. Critically reflect on strengths and weaknesses in knowledge and skills related both to project management and workplace experience.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### 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 - Knowledge	○	○	○	○
2 - Communication	○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○	○
4 - Research	○	○	○	○
5 - Self-management	○	○	○	○
6 - Ethical and Professional Responsibility	○	○	○	○
7 - Leadership	○		○	
8 - 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
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)

## Referencing Style

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

## Teaching Contacts

**Ronny Veljanovski** Unit Coordinator  
[r.veljanovski@cqu.edu.au](mailto:r.veljanovski@cqu.edu.au)

## Schedule

### Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend online Zoom meeting with unit coordinator. Link to be posted on PPMP20017 Moodle website. Attend host organisation as per training agreement

### Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

### Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

### Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. Submit Assessment Part A: Overview of host organisation and a description of your tasks

### Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

### Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Attend host organisation.

#### Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

#### Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

#### Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

#### Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

#### Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Last week of internship unless specific arrangements have been made.

#### Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Assessment Part B: Presentation of your learning experiences while at the host organisation

#### Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Assessment Part C: Portfolio

#### Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Assessment Part C: Internship Report
		<b>Internship Assignments and Presentation</b> Due: Review/Exam Week Friday (8 June 2018) 5:00 pm AEST

#### Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
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## Term Specific Information

Unit Coordinator: Dr Ronny Veljanovski  
Location: Level 3, Melbourne Campus  
Phone: +61 3 9616 0598  
Email: r.veljanovski@cqu.edu.au

## Assessment Tasks

# 1 Internship Assignments and Presentation

## Assessment Type

Written Assessment

## Task Description

The assessment in this unit consists of 5 parts that need to be submitted by you and 1 part that consists of feedback from your internship organisation. All assessments are to comply with the Harvard style. As assessments are non-graded (PASS/FAIL) there is no weighting. The specific details are as follows:

### **Part A - Overview of host organisation and a description of your tasks**

- This assessment requires you to submit an overview of your host organisation and the activities you are undertaking while there. As with other assessments in this unit, there isn't an explicit word length.
- Assessment Due Date: Week 4 Friday 5:00pm AEST
- Return to students within 2 weeks from submission date
- Weighting: PASS/FAIL
- Submission: online via Moodle

#### *Assessment Criteria:*

This is a PASS/FAIL unit. The marks listed in the marking criteria are an indication only of your achievement. The report should consist of:

- Executive summary
- Introduction to the internship organisation
- Detailed description of the tasks to be undertaken
- Summary
- Reference list
- Appendices (as appropriate)
- Layout of report

### **Part B - Presentation**

- 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 (Total 20 minutes allocated to each student.)
- 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 rooms on each campus 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 e-portfolio.
- Assessment Due Date: Week 11 Friday 5:00pm AEST
- Return to students within 2 weeks from submission date
- Weighting: PASS/FAIL
- Submission: online via Moodle and face to face presentation

#### *Assessment Criteria:*

You will be assessed on the following criteria:

#### Presentation

- Preparation and consistency of the presentation
- 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.

### **Part C - Portfolio**

- A reflective e-portfolio is a learning tool that enables you to accumulate evidence of your learning achievement.

For this assessment you should reflect on your assigned daily activities and whether you met agreed outcomes. In this unit we will use Mahara as the e-portfolio. Please refer to the unit Moodle site for more detailed instructions on how to use Mahara, including how to create a Secret URL. You can practice creating your Secret URL as many times as you want, before the final one you submit via Moodle. Your e-portfolio is based on the tasks you perform at the host organisation. You should consider why those tasks helped you learn, what the learning experiences comprises of and academic references to support your claim to learning. You should also relate your reflective activities to the unit learning outcomes. Please see the Moodle site for some examples of reflective portfolios.

- Assessment Due Date: Week 12 Friday 5:00pm AEST
- Return to students within 2 weeks from submission date
- Weighting: PASS/FAIL
- Submission: online via Moodle

*Assessment Criteria:*

- This is a PASS/FAIL unit. The marks listed in the marking criteria are an indication only of your achievement.
- Entries are to be made in your portfolio on each occasion that an activity is undertaken. You should reflect on the activity undertaken, the outcome, whether you met agreed timelines and outcomes, any difficulties experienced and the learning you have gained.
- Please see Moodle unit website for more specific marking criteria.
- There is no explicit word length for this assessment as each of you will have different experiences as you interact with different people and environments.

**Part D - Internship Report**

- This assessment is your final report on your learning journey at the internship organisation.
- 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. You should consider how the internship has assisted you in filling any knowledge gaps you may have felt you possessed.
- You need to exercise your own judgment on this. I do not believe you can give enough detail for your assessment in one page, nor should you need 20 pages. Exercise your judgment 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
- Assessment Due Date: Review/Exam Week Friday 5:00pm AEST
- Return to students within 2 weeks from submission date
- Weighting: PASS/FAIL
- Submission: online via Moodle

*Assessment Criteria:*

- Your report should consist of:
  - Executive summary
  - Introduction
  - Placement procurement and orientation
  - Description of tasks performed
  - Significant activities, events and reflections
  - Perceived strategic alignment of your tasks to organisational strategy
  - Conclusions
  - Reference list
  - Appendices (as appropriate)
  - Report quality

**Part E - Feedback from Host Organisation**

This assessment is based on the feedback from your internship organisation. You do not have to submit this assessment.

- Due: As received from Australian Internships
- Return to Students: on grade certification day
- Weighting: PASS/FAIL
- Submission: online

**Assessment Due Date**

Review/Exam Week Friday (8 June 2018) 5:00 pm AEST

Please see the "Task Description" For individual submission parts for this assignment

**Return Date to Students**

Exam Week Friday (15 June 2018)

Please see the "Task Description" For individual submission parts for this assignment

**Weighting**

Pass/Fail

**Assessment Criteria**

Please see the "Task Description" For individual criteria for each part of the assessment.

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Via Moodle

**Learning Outcomes Assessed**

- Apply project management knowledge and skills in the workplace
- Communicate an understanding of the relevant legal and ethical issues related to the project management profession
- Work collaboratively in teams in the context of a workplace, either as member of a project team, a project manager, or a shadow to a project manager
- Critically reflect on strengths and weaknesses in knowledge and skills related both to project management and workplace experience.

**Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

## 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