PPMP20017 *Project Management Internship*
Term 1 - 2022

Profile information current as at 20/04/2024 04:24 am

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: You must have completed all units in your course except this one and passed all those units on the first attempt. If you do not pass all prior units on the first attempt, you will not be eligible to enrol in this unit and therefore you must either enrol in 'Research Stream' units or 'Practicum Stream' units. Anti-requisites: If you have completed any units from the 'Research Stream' or 'Practicum Stream' you cannot enrol in this unit.
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 - 2022

- 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 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.

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 SUTE

Feedback
The unit offers a valuable opportunity to practice real-life experiences which shaped the students' learning.

Recommendation
Keep the good practice by offering the students the opportunity to have the internship within relevant host companies.

Feedback from SUTE

Feedback
The unit gives the students the opportunity to experience the working culture on an international platform. It allowed the students to develop other skills (eg: IT skills, stress management, communications etc) apart from Project management skills.

Recommendation
Ensure that the students are making progress in their internship and the allocated tasks meet their expectations.

Feedback from SUTE/Email

Feedback
The unit seems to require lots of paperwork/ assessment to complete which takes extra effort.

Recommendation
A unit update proposal to review and update the assessment tasks as well as the unit learning outcomes is deemed necessary since the unit is now being part of the Master of Construction Management course.

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

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: American Psychological Association 7th Edition (APA 7th edition)
For further information, see the Assessment Tasks.

Teaching Contacts

Ziyad Abunada Unit Coordinator
z.abunada@cqu.edu.au

Schedule

Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
1st Zoom Meeting: Introduction of the Internship Unit	The UC introduce the Unit and the Assessment Students to give brief Intro about their internship	

Week 4 - 28 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 5 - 04 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
2nd Zoom Meeting	Update from the students Share their experience Assessment Part A	

Vacation Week - 11 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 18 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 7 - 25 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
3rd Zoom Meeting	Update from the students Share their experience	

Week 8 - 02 May 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 9 - 09 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
4h Zoom Meeting	Update from the students Share their experience	

Week 10 - 16 May 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 11 - 23 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Zoom Meeting: Oral presentation	Oral Presentation: Assessment Part B	

Week 12 - 30 May 2022

Module/Topic	Chapter	Events and Submissions/Topic
Zoom Meeting: Oral Presentation	Oral Presentation: Assessment Part B	

Review/Exam Week - 06 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 13 Jun 2022

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Internship Assignments and Presentation

Assessment Type
Written Assessment

Task Description
The assessment in this unit consists of 4 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 APA Referencing 7th Edition 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 is a frequent submission (2). The students are expected to present their submissions during the Zoom meetings

- This assessment requires you to submit an overview of your host organisation and the activities you are undertaking while there. You may align the tasks with the Project Management knowledge areas and show how your internship is aligned to the PMBOK
- As with other assessments in this unit, there isn't an explicit word length.
- Assessment Due Date: Week 5 and 8 Monday 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 for 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 part of the assessment requires you to prepare a PowerPoint presentation and give a presentation concluding your experience. You must submit a PowerPoint file via Moodle prior to your presentation
- You have 10 minute time limit to conduct an oral presentation and present your experience over the internship
- 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 Monday 5:00PM
- Weighting: PASS/FAIL
- Submission: PPT slides via Moodle + oral 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
- Presented content is relevant to the internship, experience, good and bad, and your take away from this learning journey
- Content is clear and concise and should address all the learning outcomes of the unit as below:

1. Apply project management knowledge and skills in the workplace	Briefly explain which PMBOK Knowledge areas covered during your internship	2
2. Communicate an understanding of the relevant legal and ethical issues related to the project management profession	What legal and ethical issues are there in your host organisation?	2
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	How do you work in your current team?	2
4. Critically reflect on strengths and weaknesses in knowledge and skills related both to project management and workplace experience.	What are the strengths and weaknesses that you are experiencing in your host organisation?	3

Presentation manner

- Professional dress
- Content is well explained
- On time

Part C - Portfolio

- A reflective 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. Your 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. The portfolio is to be prepared using Microsoft Word.

- Assessment Due Date: Week 12 Monday 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.
- The report should be detailed, however even though there is no word limit, reports should not need to exceed twenty pages. If you find that your report is exceeding this, please seek advice from the Academic Learning Centre or the Coordinator
- Assessment Due Date: Week 13 Review/Exam Week Monday 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 the strategy of your host organisation
    - 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 your internship host provider
- Return to Students: on grade certification day
- Weighting: PASS/FAIL

Assessment Due Date

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

Return Date to Students

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

- American Psychological Association 7th Edition (APA 7th edition)

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