PPMP20017 *Project Management Internship*
Term 2 - 2023

Profile information current as at 19/04/2024 06:06 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: 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 2 - 2023

- Brisbane
- Melbourne
- Perth
- 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.

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
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Schedule

Week 1 - 10 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
INTRODUCTION	Explain the unit Learning Outcomes Manage the students' expectations Reports and Line Supervision	

Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
How are you go?	Students to give a brief explanation about the Host Identify the main tasks Highlight the potential challenges	

Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Assessment Tasks	What are the assessment tasks Details of when and how to submit	**Final Report Presentation** Due: Week 4 Monday (31 July 2023) 11:45 pm AEST

Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic

Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Assessment Tasks		

Week 6 - 21 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
How do we go	Student to share the knowledge and skills they have gained How do they go with the Internship Challenges New Experiences	

Week 7 - 28 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 8 - 04 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Internship main highlights	Student to share the knowledge and skills they have gained How do they go with the Internship Challenges New Experiences	

Week 9 - 11 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 10 - 18 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
PRESENTAtION WEEK		PRESENTATION

Week 11 - 25 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic

Week 12 - 02 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Review/Exam Week - 09 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 16 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Final Report Presentation

Assessment Type
Written Assessment

Task Description
This is a **Pass/Fail** Unit, Assessment will be marked either Satisfactorily (**S)** or Unsatisfactorily **(F)**

To pass the unit, students need to achieve (**S)** in **ALL** assessment items. **Failing any assessment item will lead to a (F) grade**:

- There will be multiple Zoom meetings over the term to discuss your progress and any challenges encountered.
- Students are expected to attend **ALL** scheduled zoom meetings.
- The unit does require multiple submissions including Hot Organisation Overview, Internship report and alignment, Portfolio, and The Supervisor
- The **first submission** is an overview report that highlights the host organization, addresses the list of tasks the students are expected to undertake, and how these tasks are mapped with the unit LOs. Students are expected to tabulate these tasks against the LOs.Students are also expected to present their work progress during the

frequent meetings as part of this assessment. Therefore you need to attend ALL meetings. Failing to attend these meetings entitles **F grade.**
- The assessment will offer the students to align their work with the theoretical knowledge gained over the course of their study.

Submission may include:

- Executive Summary
- Table of Contents
- Introduction
- Description of Tasks as Project Manager Intern
- *Scope and Schedule of Tasks*
- *Objectives*
- *Constraints*
- *Table of Organisation*
- Summary
- References

Second Submission: Weekly Portfolio:

This assignment requires you to Tabulate the Learning Outcomes of the unit in each week against the Learnings from your weekly study, experience, this, and prior unit readings and assignments

Third Submission: Internship Report: The internship report to be submitted as a final submission by the student. It includes

- Executive Summary
- Introduction
- Placement Procurement and Orientation
- Placement preparation
- Placement selection process
- Placement orientation
- Description of tasks and Changes Encountered
- Scope of Allocated Tasks
- Objectives and Constraints
- Objectives
- Constraints
- Team Members and Responsibility Matrix
- Team members
- Responsibility matrix
- Task Schedule
- Changes Encountered
- Significant Activities and Events and Reflections
- Perceived Strategic Alignment of Allocated Tasks
- Conclusion
- Reference list

Assessment Due Date
Week 4 Monday (31 July 2023) 11:45 pm AEST

Return Date to Students
Week 5 Monday (7 Aug 2023)

Weighting
Pass/Fail

Assessment Criteria
No Assessment Criteria

Referencing Style

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

Submission
No submission method provided.

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