PPMP20017 *Project Management Internship*
Term 1 - 2026

Profile information current as at 12/11/2026 11:43 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

This unit places successful applicants with a suitable pre-approved host organization for 10 weeks. It provides students with an opportunity to experience a real-life work environment as part of their Master program studies and is classified as vocational placement in the Australian Fair Work Act. This means the focus is on learning rather than performing employee tasks, and host organisations are required to commit to facilitating this learning. Students continue to enjoy access to CQU IT systems, facilities and staff for support, and are obliged to submit both SET Work Integrated Learning (WIL) reports as well as academic assignments to successfully complete the unit. These are intended to document and reflect on the learning experiences and on the host organisation's contribution to the intern's professional development. A virtual or physical site visit by university staff is held during the term as an additional quality control measure.

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: Most internships are offered through a provider. To be eligible, students need to apply for an internship, pass all units on the first try, and complete all other units in their study plan prior to undertaking an internship. The student requires a minimum GPA of 5.75. To ensure these criteria are met prior to forwarding eligible applications to WIL for processing, the Student Advisers review all applications. The students must undergo a series of interviews with providers and potential internship host organisations before being placed with a host. Only after all processes are completed and students are offered a placement are they enrolled in this unit. Permission to enrol ensures that students do not self-enrol. 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 - 2026

- Brisbane
- Melbourne
- Online
- 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. Presentation (Presentation)
Weighting: Pass/Fail
2. Portfolio (Portfolio)
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
- Academic Progression Policy and Procedure
- Student Refund and Credit Balance Policy and Procedure
- 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 Student feedback and UC observation

Feedback
Learning materials and assessments were not fully aligned with the needs of the cohort.

Recommendation
The unit is to be updated to be relevant to both Master of Project Management and Master of Construction Management students. The revised Learning Outcomes will then inform revised assessments and curriculum.

Feedback from Student feedback

Feedback
The lecturer provided valuable learning, and the WIL Team provided great support.

Recommendation
Continue to improve the unit to provide a valuable real-life work experience and instill employability skills in graduates.

Feedback from Student feedback and UC observation

Feedback
Site visits proved immensely valuable, however due to logistics were held late in the internship, and some had to be held online.

Recommendation
Start planning site visits as early as possible in the term and endeavor to conduct as many as possible in person.

Unit Learning Outcomes

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

1. Apply and appraise acquired discipline knowledge and skill in the context of a real-life work environment.
2. Discuss discipline-relevant legal and ethical issues in the performing of work duties.
3. Display enhanced interpersonal and critical thinking skills in a real-life work environment.
4. Critically reflect on the personal, professional and academic learning that has occurred during this 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 - Presentation - 0%	•	•	•	•
2 - Portfolio - 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 - First Nations Knowledges				

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)
- Zoom access for fortnightly meetings
- MS Teams dedicated page

Referencing Style

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

Teaching Contacts

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

Schedule

Week 1 - 09 Mar 2026

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to the internship	Unit Learning Outcomes (ULO)	Start of internship with Host organisation

Week 2 - 16 Mar 2026

Module/Topic	Chapter	Events and Submissions/Topic
	Objectives of an internship	Online meeting with UC Zoom Links to be shared on Moodle for ALL meetings Students introduce themselves Clarification of roles and supervision Introduction to assessments Initial Q&A

Week 3 - 23 Mar 2026

Module/Topic	Chapter	Events and Submissions/Topic
Self-reflective practice		Prepare student reflections for WIL week 4 submission Assessment task discussion Q&A Presentation Due: Week 3 Monday (23 Mar 2026) 11:45 pm AEST

Week 4 - 30 Mar 2026

Module/Topic	Chapter	Events and Submissions/Topic
		Online meeting with UC Highlight potential challenges to the achievement of the ULO's and unit objectives. Check Online forms

Week 5 - 06 Apr 2026

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 13 Apr 2026

Module/Topic	Chapter	Events and Submissions/Topic
		Site visits commence Discussions with host supervisors and students. Issue resolution (if any) with CQU WIL.

Vacation Week - 20 Apr 2026

Module/Topic	Chapter	Events and Submissions/Topic

Week 7 - 27 Apr 2026

Module/Topic	Chapter	Events and Submissions/Topic
How are we doing: Mid-point evaluation	Students to share the knowledge and skills they have gained Challenges New Experiences	Online meeting with UC Feedback from mid-point evaluation Assessment task discussion Q&A Site visits continue

Week 8 - 04 May 2026

Module/Topic	Chapter	Events and Submissions/Topic
		Site visits continue

Week 9 - 11 May 2026

Module/Topic	Chapter	Events and Submissions/Topic
Assessment 1A submission		Final online meeting with UC and CQU SET Internships representative Assessment 1A due Friday (presentation) Q&A Site visits continue Portfolio Due: Week 9 Friday (15 May 2026) 11:45 pm AEST

Week 10 - 18 May 2026

Module/Topic	Chapter	Events and Submissions/Topic
		Final week of internship within Host organisation. Site visits finalised

Week 11 - 25 May 2026

Module/Topic	Chapter	Events and Submissions/Topic

Week 12 - 01 Jun 2026

Module/Topic	Chapter	Events and Submissions/Topic
Assessment 1B submission		Assessment 1B due Friday (Portfolio) CQU SET Internships final evaluation form due Attach a Screenshot of your report completion

Exam Week - 08 Jun 2026

Module/Topic	Chapter	Events and Submissions/Topic

Vacation/Exam Week - 15 Jun 2026

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Presentation

Assessment Title
Presentation

Task Description
This is a Pass/Fail assessment, and ALL students are expected to submit on time. Failing to submit the assessment item may lead to Fail grade.
Students prepare, record and submit a presentation on their progress in achieving the Unit Learning Outcomes through their engagement in the Host organisation.
A PowerPoint template is provided. Deliverables are a PowerPoint presentation document, and a YouTube link to the recorded presentation.
Students may also expect to provide an oral presentation- if requested- during an ad hoc zoom meeting.
You may use Al for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.

Assessment Due Date
Week 3 Monday (23 Mar 2026) 11:45 pm AEST

Return Date to Students
No Return Date to Students

Weighting
Pass/Fail

Assessment Criteria
This assessment is a pass/fail, non-graded assessment. The main purpose is for students to demonstrate learning against the unit learning outcomes.

Referencing Style
Harvard (author-date)

Submission
No submission method provided.

Learning Outcomes Assessed
- Apply and appraise acquired discipline knowledge and skill in the context of a real-life work environment.
- Discuss discipline-relevant legal and ethical issues in the performing of work duties.
- Display enhanced interpersonal and critical thinking skills in a real-life work environment.
- Critically reflect on the personal, professional and academic learning that has occurred during this experience.

2 Portfolio

Assessment Title
Portfolio

Task Description
Students prepare a portfolio of weekly work performed towards achievement of the Unit Learning Outcomes, for the full duration of their engagement in the Host organisation.
A MS Word template is provided.
1A Assessment is to submit a recorded presentation by Week 9 Friday 11:45 PM
1B Assessment Submit your Portfolio by Week 12, Friday 11:45
Deliverable is the completed portfolio per week including final reflections. A screenshot of the completed reprort -SONIA software- MUST be attached to the submission to pass this unit
Use of GenAI as per the CQU AI Assessment scale as published from time to time. The permitted level of use will be stipulated in the relevant assessment specifications.

Assessment Due Date
Week 9 Friday (15 May 2026) 11:45 pm AEST

Return Date to Students
No Return Date to Students

Weighting
Pass/Fail

Assessment Criteria
This assessment is a pass/fail, non-graded assessment. To pass the assessment, student must submit the portfolio as per the MS Word template provided. The main purpose is to demonstrate learning against the unit learning outcomes.
Use of GenAI as per the CQU AI Assessment scale as published from time to time. The permitted level of use will be stipulated in the relevant assessment specifications.

Referencing Style
Harvard (author-date)

Submission
No submission method provided.

Learning Outcomes Assessed
- Apply and appraise acquired discipline knowledge and skill in the context of a real-life work environment.
- Display enhanced interpersonal and critical thinking skills in a real-life work environment.
- Critically reflect on the personal, professional and academic learning that has occurred during this experience.

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