Tasmanian School of Business & Economics (TSBE) (School)

College of Business and Economics (College)

BAA708
CORPORATE INTERNSHIP

12.50 Credit points

Semester 1, 2019

Unit Outline

Rose Kling
CONTACT DETAILS

Unit coordinator

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Phone: 6226 2315
Room location and number: 117 Centenary Building
Consultation hours: By appointment
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WHAT IS THE UNIT ABOUT?

Unit description

This Unit integrates work and learning for final year Masters degree students. It carries a 12.5 Credit Points (equivalent to one unit), and is an elective unit or specialisation unit in Masters degree offered by the TSBE. You will undertake a corporate internship (project/s and or tasks) with a public, private or not-for-profit business in Tasmania that employs or trains staff. You will be assigned an Internship Mentor from within the organisation who will support you during your work placement. Specific work projects, assignments and related duties you will undertake will be determined in consultation between yourself, the nominated representative/s of the internship business (your Internship Mentor), and the TSBE. This will ensure appropriate standards are maintained and the work project/s and related tasks relate to one or more of your study majors. For the duration of the internship period, the internship team will liaise closely with yourself and the Internship Mentor.

Intended Learning Outcomes

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

1. The analysis of (applied) learned skills and knowledge within a practical work-based project.
2. The integration of acquired skills, capabilities and knowledge from university studies to a workplace project.
3. A critical reflection and interpretation of learning into practice.
Graduate Quality Statement

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills, and develop critical and creative literacies and numeracies and skills of inquiry. They demonstrate the ability to apply this knowledge in changing circumstances. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability, are entrepreneurial and creative, and are mindful of their own wellbeing and that of the community. Through respect for diversity and by working in collaborative ways, our graduates reflect the values of the University of Tasmania.

Alterations to the unit as a result of student feedback

Inclusion of second workshop and presentation, altered online discussion assessment piece.

Prior knowledge &/or skills

Enrolment in this unit is subject to satisfactory performance in your Master’s degree (Credit average, minimum*) or permission from the Course Coordinator. Students who have not achieved a Credit average, may be eligible for internships through an *interview with the Course Coordinator to determine comparable skills for entry to the program (and where relevant internship opportunities are offered). As the application process is competitive, there are no guarantees that all applicants will obtain a placement.
## HOW WILL I BE ASSESSED?

### Assessment schedule

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Date due</th>
<th>Percent weighting</th>
<th>Links to Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1: Report</td>
<td>Week 13</td>
<td>10%</td>
<td>LO2, LO3</td>
</tr>
<tr>
<td>Assessment Task 2: Presentation (individual or group)</td>
<td>Not Yet Determined</td>
<td>20%</td>
<td>LO1, LO2, LO3</td>
</tr>
<tr>
<td>Assessment Task 3: Poster presentation</td>
<td>Week 12</td>
<td>30%</td>
<td>LO1, LO2, LO3</td>
</tr>
<tr>
<td>Assessment Task 4: Placement</td>
<td>Week 13</td>
<td>30%</td>
<td>LO3</td>
</tr>
<tr>
<td>Assessment Task 5: Discussion posts (online)</td>
<td>Not Yet Determined</td>
<td>10%</td>
<td>LO1, LO2</td>
</tr>
</tbody>
</table>

### Assessment details

**Assessment Task 1: Report**

- **Task Description**: Professional Email and Project Precis
  - This assessment item requires that you provide a precis of your internship project to your mentor as an attachment to a professionally written email. The contents of the email will be a paragraph with acknowledgement of the guidance and support from your host organisation and mentor/s. You will also provide, as an attachment (or included in the email where required), a 1 page precis of your project, the outcomes you achieved, and the experience you gained, and any final recommendations to your Mentor.
  
The design of the email will be detailed during the final workshop activities and a template for the email and precis will be provided on MyLO.

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<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
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<tbody>
<tr>
<td>1</td>
<td>See MyLO for further details</td>
<td>LO2, LO3</td>
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**Task Length**: Email to 1 screen, Precis to 1 page

**Due by date**: Week 13
Assessment Task 2: Presentation (individual or group)

| Task Description | Mid-Semester Workshop - a 2 hour workshop to be held in near the middle of the semester (week 5 or 6), in which you will:  
- discuss key employability skills  
- complete individual and group activities  
- discuss relevant theories, and their application in a workplace.  

Final Workshop - a 3 hour workshop to be held near the end of the semester (week 9 or 10), in which you will:  
- begin designing your poster expo  
- complete individual and group activities  
- reflect on, and present own learning / project outcomes in a 5 minute individual presentation.  

Value - 5% Mid-semester workshop participation and 15% Final workshop presentation |

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<td>1</td>
<td>See MyLO for further details</td>
<td>LO1, LO2, LO3</td>
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</table>

| Task Length | N/A - Mid-semi-semester workshop 5 minute presentation - Final workshop presentation |
| Due by date | Not Yet Determined |

Assessment Task 3: Poster presentation

| Task Description | This assessment consists of a poster expo at TSBE. All relevant workshop information will be provided on MyLO and in the Final Workshop, and will include:  
- Guidelines for preparing posters, links to relevant websites illustrating how to create effective posters, and photos of previous poster expos.  

You will design and produce a poster which will provide an overview of your internship project, your experiences, and your reflections on the skills, knowledge and abilities you have acquired. Posters will be displayed in a Poster Expo Session at the TSBE. Business mentors and academics from TSBE and the broader University community will be invited to attend.  

Participation in a Poster Expo Session requires you to engage in interactive conversation with your audience. You will be expected to talk through your poster and discuss your experiences and learning.  

You may need to provide explanation about your project to audiences with little, or extensive, knowledge about your project topic. For this reason, the workshop prior to the poster expo session will provide |

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Assessment Task 4: Placement

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Criterion Description</th>
<th>Measures</th>
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<tbody>
<tr>
<td>Mentor Evaluation</td>
<td>During the course of the internship, your Internship Mentor will evaluate the work and activities undertaken by you in connection with the major project(s) and at the conclusion of the internship period, the Internship Mentor will provide to the Internship Coordinator a formal written evaluation of all work and activities undertaken by you in connection with the internship project(s).</td>
<td>LO1, LO2, LO3</td>
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Criterion Number | Criterion Description | Measures |
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<td>See MyLO for further details</td>
<td>LO3</td>
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Task Length | Due by date
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<tr>
<td>Week 12</td>
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Assessment Task 5: Discussion posts (online)

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<tr>
<th>Task Description</th>
<th>Criterion Description</th>
<th>Measures</th>
</tr>
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<tbody>
<tr>
<td>Online Discussion Paper</td>
<td>For this assessment, you will be required to present 1 Online Discussion Paper with your own definitions, analyses, critiques and reviews of a minimum of 2 theories that you believe are relevant to, or have been applied to, your internship experiences thus far.</td>
<td>LO3</td>
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Criterion Number | Criterion Description | Measures |
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Task Length | Due by date
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<tbody>
<tr>
<td>Week 13</td>
<td>Week 13</td>
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**Task Length**

Minimum of 750 words - maximum 1000 words (not including references)

**Due by date**

Not Yet Determined

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**How your final result is determined**

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes.

Your grade will be determined in the following way:

Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task. You need to achieve an overall score of at least 50% to successfully complete this unit. It is expected that you will seek help (from the unit coordinator in the first instance), well before the due date, if you are unclear about the requirements for an assessment task.

- PP (pass) at least 50% of the overall mark but less than 60%
- CR (credit) at least 60% of the overall mark but less than 70%
- DN (distinction) at least 70% of the overall mark but less than 80%
- HD (high distinction) at least 80% of the overall mark

All grades are provisional, until confirmation by the Assessment Board at the end of semester.

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**Submission of assignments**

The act of submitting your assignment will be taken as certification that it is your own work.

Assignments must be submitted electronically through the relevant assignment tab in MyLO. You must ensure that your name, student ID, unit code, tutorial time and tutor’s name (if applicable) are clearly marked on the first page. If this information is missing, the assignment will not be accepted and, therefore, will not be marked.

Where relevant, Unit Coordinators may also request you to submit a paper version of your assignment. You will be advised by the Unit Coordinator of the appropriate process relevant to your campus.

Please remember that you are responsible for lodging your assessment items on or before the due date and time. We suggest you keep a copy. Even in a perfect system, items sometimes go astray.
Requests for extensions

In this Policy:

1. (a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays;
(b) ‘late’ means after the due date and time; and
(c) ‘assessment items’ includes all internal non-examination based forms of assessment

2. This Policy applies to all students enrolled in TSBE Units at whatever Campus or geographical location.

3. Students are expected to submit assessment items on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.

4. Students who have a medical condition or special circumstances may apply for an extension.

Requests for extensions should, where possible, be made in writing to the Unit Coordinator on or before the due date. Students will need to provide independent supporting documentation to substantiate their claims.

Penalties

Late submission of assessment items will incur a penalty of 10% of the total marks possible for that piece of assessment for each day the assessment item is late unless an extension had been granted on or before the relevant due date.

Assessment items submitted more than five (5) days late will not be accepted.

Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.

Review of results and appeals

Review of Assessment is available to all students once the University has released the final result for a unit. If you are dissatisfied with your final result, you may apply to have it reviewed.

Review of Assessment consists of re-marking the final exam (where applicable), checking the addition of all marks, and a check to ensure that all marks have been included in the final result.

Applications for a review of assessment are due within 10 working days of the release of the final result in the unit. When applying for a review, you must pay a $50 fee.

If you wish to have a piece of internal assessment reviewed as part of the review process, please state this clearly on the application form referred to above and include that assessment item with your application.
Please read and follow the directions provided by the University at:

**Academic referencing**

Before starting your assignments, you are advised to familiarise yourself with the following electronic resources.

The first is the Harvard Referencing System Style Guide, which can be accessed from the UTAS library: http://utas.libguides.com/content.php?pid=27520&sid=199808. The Harvard style is the appropriate referencing style for this unit and the guide provides information on presentation of assignments, including referencing styles. In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The second is the Tasmanian School of Business and Economics’ Writing Assignments: A Guide, which can be accessed at: http://www.utas.edu.au/business-and-economics/student-resources. This guide provides you with useful information about the structure and style of assignments in the TSBE.

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others, and how to maintain academic integrity.

The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit.
Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

**Plagiarism**

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student’s work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines. You may also find the Academic Honesty site on MyLO of assistance.

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see the Plagiarism and Academic Integrity page on the University web site or the Academic Honesty site on MyLO.

**Academic misconduct**

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline – Part 3 Academic Misconduct.
WHAT LEARNING OPPORTUNITIES ARE THERE?

MyLO

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

Getting help with MyLO

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit. For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website. If something is not working as it should, contact the Service Desk (Service.Desk@utas.edu.au, phone 6226 1818), or Request IT Help Online.

Resources

Required readings

You will need the following text [available from the Co-op Bookshop]:

There are no prescribed texts or software for this unit. However, you will be provided with several key related theories for online discussions and you may find it valuable to read relevant related articles from journals and periodicals (including newspapers and magazines).

Recommended readings

N/A

Reading Lists

Reading Lists provide direct access to all material on unit reading lists in one place. This includes eReadings and items in Reserve. You can access the Reading List for this unit from the link in MyLO, or by going to the Reading Lists page on the University Library website.

Other Required Resources

N/A
Learning expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

Details of teaching arrangements

Teaching will consist of two (2) 3-hour workshops throughout the semester to underpin, develop and reinforce the application and reflection of learned skills into a practical environment.

The first workshop will include an introduction to the program, placement and attendance requirements. The first workshop will occur early in the semester once all placements have been assigned.

The second workshop will occur after the mid-semester break and will provide details for the submission of the Internship Report - to be submitted through MyLO and by the end of the semester.

Specific attendance/performance requirements

Students are required to attend all placement days and a minimum of one (1) workshop throughout the semester in which they are enrolled and submit a final Internship Report (2000 words).

You are required to attend the business premises of the Internship Mentor or such other place as may be directed by the Mentor to work on your project and related duties for one (1) day per week – or equivalent (as approved by the Internship Coordinator) for at least 11 weeks over the semester period. Each of the 11 days during business hours from 9.00am to 5.00pm or during such other period of eight (8) hours as may be agreed with the Internship Mentor and the Internship Coordinator.

Teaching and learning strategies

There will be a compulsory two-hour opening seminar in Week 2 or 3 of the semester and, during week 5 or 6 of the semester (date and venue TBC) a compulsory 2 hour mid-semester workshop will occur and, near the end of the semester, a final workshop will occur.
At the opening seminar (video-linked between Hobart, Launceston and Cradle Coast as required) you will be introduced to the program, the assessments and interaction requirements, meet other interns, and review the relevant UTAS policy relating to the internship programs.

At the mid-semester workshop we will discuss the early progress of your internship project, complete several (assessable) activities, address any problems or concerns, and reiterate the expectations of the program. At the final workshop we will discuss your projects and the poster expo, and you will provide a short presentation on your internship project, your learning outcomes, and the application of one or more relevant theories.

At the commencement of your internship placement, you will attend an initial meeting with the Internship Mentor. At that meeting, the schedule and expected performance requirements for the project will be outlined and agreed upon. Subsequently you will commence work on the project and related duties as directed by your Internship Mentor.

Time spent by you completing the major project/s and related duties in the workplace will be the equivalent of one (1) day per week for a 13-week period (13 days).

**Work Health and Safety (WHS)**

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University’s [Work Health and Safety website](#) and policy.

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**Communication**

**TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT**

Check the MyLO Announcement tool at least once every two days. The unit Announcement will appear when you first enter our unit’s MyLO site. Alternatively, click on the Announcement button (towards the top of the MyLO screen) at any time.

**WHEN YOU HAVE A QUESTION**

Other students may have the same question that you have. Please go to the Ask the Class Discussion forum on the unit’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact the appropriate teaching staff member by email instead.
WHEN YOU HAVE AN ISSUE THAT WILL IMPACT ON YOUR STUDIES OR THE SUBMISSION OF AN ASSESSMENT TASK

If you have a personal question related to your studies or your grades, please contact teaching staff by email.

For general questions about the unit, please add them to the Ask the Class Discussion forum on the unit’s MyLO site. This way, other students can also benefit from the answers.

Concerns and complaints

The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the ‘How to resolve a student complaint’ page.

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support, Student Advisers, Disability Services, and more which can be found on the Student Support and Development page of the University website.

Should you require assistance in accessing the Library, visit their website for more information.
The Tasmanian School of Business and Economics (TSBE) is currently in the process of applying for business accreditation with the Association to Advance Collegiate Schools of Business (AACSB) – the lead program for accrediting business schools globally. AACSB seeks to connect educators, students, and business to achieve a common goal – to create the next generation of business leaders. By joining AACSB and going through the accreditation process, TSBE is joining a global alliance committed to improve the quality of business education around the world, and to share the latest innovations in business education. Gaining Business Accreditation with AACSB is a multi-year process involving TSBE demonstrating our performance against the 15 accreditation standards. Once complete, TSBE will join a select community of accredited business schools, with only 7% of all business schools globally having completed the AACSB process. This will further enhance the reputation of TSBE, and further enhance the global recognition of your qualifications. To find out more about AACSB click here.