



BFA321

Corporate Internship

Semester Two 2007

School of Accounting and Corporate Governance
Faculty of Business

Unit Outline

Unit Coordinator
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Contact details

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Unit Description

This Unit integrates work and learning for second and/or third year students. It carries a 25% weighting (equivalent to two units), and is an elective unit in undergraduate degrees offered by the Faculty of Business. You will undertake a period of project-oriented corporate internship with a suitable Internship Sponsor (a firm or organisation in the public or private sector in Tasmania that employs or trains staff). Specific work projects, assignments and related duties for you are determined in discussion between you and the nominated Representative/s of the Internship Sponsor (the 'Internship Mentor') and the Unit Coordinator, in order to ensure that appropriate standards are maintained. During the term of the internship the Unit Coordinator will liaise closely with you, the Internship Mentor and the Faculty of Business Course Coordinators.

Learning Outcomes

On completion of this unit you should be able to:

1. critically reflect on the skills, capabilities and knowledge that you have acquired in the first year/first two years of your study in your undergraduate degree within the Faculty of Business (links to the knowledge and problem solving skills graduate attributes)
2. integrate these skills, capabilities and knowledge with practical experience in the workplace (links to the knowledge and problem solving skills graduate attributes)
3. investigate, analyse, evaluate and provide recommendations to decision-makers in the workplace (links to the knowledge, communication and problem solving skills graduate attributes)
4. perform project based work assignments and provide project reports on such assignments to decision-makers in the workplace (links to the knowledge, communication and problem solving skills graduate attributes)

Generic Graduate Attributes

The University has defined a set of generic graduate attributes that can be expected of all graduates (see <http://www.utas.edu.au/tl/policies/index.htm>). By undertaking this unit you should make progress in attaining the following attributes:

1. *Knowledge:* You will gain knowledge about workplace structures, practices and procedures, the nature of project based work and project reporting and the general application in the workplace of the knowledge and skills that you have gained in Year 1/Years 1 and 2 of your degree.
2. *Communication Skills:* You will develop your written communication skills by preparing and writing project reports, programs and associated documentation. You will develop your oral communication skills by communicating effectively with the Internship Mentor and with other staff employed at all levels in the sponsor firm/organisation in relation to the project work undertaken and any other related duties performed for the sponsor firm/organisation.
3. *Problem Solving Skills:* You will be able to apply knowledge and skills gained from study in Year 1/Years 1 and 2 of your degree combined with knowledge and skills gained in the workplace, to assist you in the completion of a workplace project/projects or any other related duties as directed and supervised by the Internship Mentor.

Learning Resources Required

Access to the Unit's Corporate Internship site on WebCT Vista.

Details of Teaching Arrangements

You will attend an initial meeting with the Internship Mentor and the Unit Coordinator. At the meeting a Program of Work will be determined involving the completion of one or more MAJOR PROJECTS that shall be agreed upon together with the performance of any related duties. Thereafter you will commence work on the project/s and related duties as directed by the Internship Mentor.

Time spent by you completing the major project/s and related duties in the workplace will be the equivalent of one (2) days per week for a 13-week period (26 days). The Program of Work determined with the Internship Mentor may require you to attend on two days per week for 13 weeks, or you may be required to attend on various days in various weeks (eg: 3 days per week for any eight weeks in the 13 week period [consecutive weeks or otherwise] plus two days for one week).

You are required to attend the business premises of the Internship Sponsor or such other place as may be directed by the Mentor on each of the 13 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 Unit Co-ordinator in accordance with the Program of Work.

During the period of the internship, you will be under the direct supervision of the Internship Mentor and you will carry out such activities as may be directed by them in connection with the major project/s and related duties.

You will be required to establish and maintain a detailed JOURNAL of all work and activities undertaken in connection with the major project/s and associated work on a DAILY BASIS. It shall be kept in hard copy and electronic format. The full record of the journal will form a JOURNAL REPORT. You must make the Journal Report available for inspection by the Unit Coordinator as and when required including the submission of electronic copies of the Journal Report to the WebCT Vista site for the Corporate Internship program.

Each month during the 13-week period, you will be required to submit to the Unit Co-ordinator JOURNAL/PROGRESS REPORTS, via the WebCT Vista site for the Corporate Internship Program. The progress reports will be submitted to Vista no later than 12 noon on the last working day of each month. The Reports shall include observations made in the workplace and analysis of what you have learnt in terms of general workplace knowledge and experience, as detailed in the Assessment Details section below.

You will be required to prepare a detailed and comprehensive PROJECT/S REPORT in relation to all work and activities undertaken in connection with the major project/s which will include information detailed in the Assessment Details section below. The Report must be submitted to the Unit Coordinator via the WebCT Vista site for the Corporate Internship program, no later than 3pm on the last Friday of Semester.

You will also be required to undertake ongoing discussion activities on the WebCT Vista Corporate Internship site, details of which appear in the Assessment Details section below. These activities are designed to give you the support of other students while you undertake the internship program, in recognition that while each internship experience will be unique, there are likely to be some common characteristics that go across different internship workplaces.

During the course of the internship, the Internship Sponsor/Mentor will evaluate the work and activities undertaken by you in connection with the major project/s. The Internship Mentor will

advise the Unit Coordinator and you of the nature and content of the evaluations on a regular basis. The evaluations may be provided orally and/or in writing. You shall comply with any and all reasonable directions provided by the Internship Mentor in connection with the activities undertaken in connection with the major project/s, the related duties or otherwise. At the conclusion of the internship period, the Internship Sponsor/Mentor will provide to the Unit Coordinator and to you a formal written evaluation of all work and activities undertaken by you in connection with the major project/s. The pro forma attached will be used by the Internship Sponsor/Mentor for the purposes of the formal written evaluation.

The Unit Coordinator will liaise with the Internship Mentor and with you during the period of the internship and make visits to you and the Internship Mentor in the workplace at such times as shall be agreed between you, with additional visits should problems arise. You shall contact the Unit Coordinator on a regular basis via the email function on the Corporate Internship WebCT Vista site, to provide information about the course of the internship, and shall respond to all requests for information about the internship received from the Unit Coordinator in a timely manner.

Learning Expectations and Strategies

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 that students have as they pursue their studies. The University's '*Code of Conduct for Teaching and Learning*' states:

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

If you will be using Web CT Vista for the first time and would like some information on how to use WebCT Vista refer to the following guide:

<http://www.utas.edu.au/coursesonline>

Information about the Faculty of Business's philosophy on teaching and learning is set out in the Faculty Guide for Students, accessed from the following site:

<http://www.utas.edu.au/business/faculty/staticpages/PublicationsLinks.html>

To undertake this unit you MUST strive to meet the expectations of the Faculty and the University as stated.

Specific Attendance/Performance requirements

Subject to illness or other compassionate grounds accepted by the Unit Co-ordinator, you are expected to attend the workplace of the Internship Sponsor for two days per week for a period of 13 weeks (26 days) for 8 hours per day OR the equivalent thereof in accordance with the Program of Work agreed with the Internship Mentor and the Unit Coordinator (refer back to Section 5 'Details of Teaching Arrangements').

It is most important that any information gained in the workplace be kept CONFIDENTIAL between you, the Internship Mentor and the Unit Co-ordinator, including when you post to the discussion board on WebCT Vista. Where required by the Internship Sponsor, you and the Unit Co-ordinator will sign confidentiality agreements as may be required.

You must achieve both an overall mark of 50% AND have completed and submitted each item of assessment to pass the unit.

Assessment

Assessment Schedule

Assessment Task/External Assessment	Date due	Percentage Weighting
1. Daily Journal plus Monthly Journal Progress Reports	Daily and by 3pm on the last Friday of each month	30%
2. Written Major Project/s Report	3pm on Friday 1 19 Oct 2007	35%
3. WebCT Discussion Board Participation	Weekly from Week 2	15%
4. Internship Sponsor Evaluation (External Assessment)	Not due from the student	20%

The Assessment in this unit tests the extent to which the Learning Outcomes listed earlier have been achieved. The assessment consists of the following.

Assessment Details

1. Daily Journal Report & Monthly Journal Progress Report/s – 30%

Task Description

You are required to prepare and maintain a detailed DAILY JOURNAL REPORT (in written and electronic format) of all work and activities undertaken in connection with the major project/s, the related duties and any other duties performed on a daily basis for the Internship Sponsor/Internship Mentor. The Daily Journal Report shall include observations made in the workplace and analysis of what you have learnt in terms of general workplace knowledge and experience.

You are to prepare and submit to the Unit Co-ordinator, via the WebCT Vista site for the Corporate Internship program, a total of three written MONTHLY PROGRESS REPORTS, each to be submitted by 12 noon on the last Friday of each month. They must be in the form of a Journal Report to the Unit Co-ordinator. The Monthly Progress Reports shall be based on the information recorded in the Daily Journal Report and will include a). observations made in the workplace, b). details of work undertaken in connection with the major project/s and related duties, and c). an analysis of what you have learnt in terms of general workplace experience.

Task Length

There is no set length for the Daily Journal report. However, a recommended length for the four Monthly Progress Reports is 1900 words each month.

Linked to Learning Outcomes

2a & 2b

Assessment Criteria/Guidelines

Critical reflection on the manner and extent to which the skills, capabilities and knowledge that you acquired in the first 1/1 and 2 years of study in your degree undertaken in the Faculty of Business are being informed by and integrated with practical experience in the workplace (Learning Outcome 2a).

2. Written Major Project/s Report/s – 35%

Task Description

The second part of the assessment, will take the form of specific report/s describing the major project or projects on which you have been working during the period of the internship, and which was/were initially agreed with the Internship Mentor and the Unit Coordinator.

The Report/s will include information where appropriate in relation to a). the aims of the project/s; b). methodologies employed; c). project design and construction; d). project reporting and analysis; and e). project outcomes. The Report will be submitted to the **Unit Coordinator via the WebCT Vista site for the Corporate Internship program no later 3pm on the last Friday of the Semester (October 19 2007).**

Task Length 6000 words

Linked to Learning Outcomes 2b, 2c & 2d

Assessment Criteria/Guidelines

Evidence of high quality investigation, analysis and evaluation and the formulation of high quality recommendations in connection with the work-based major project/s. The quality of the work is to be supported and substantiated by the Internship Sponsor/Internship Mentor Evaluation.

3. WebCT Discussion Board Participation – 15%

Task Description

You are required to write and post at least one reflective, relevant response to the question posed weekly from Week 2 on the WebCT Vista Corporate Internship discussion board OR a response to another student's relevant post, for the weeks in which you have attended at the workplace of the Internship Sponsor. As a minimum requirement, where you have attended more than one day each week, you are expected to make as many posts in a week as the number of days that you have attended.

You are also required to read the other posts that have been made on the WebCT Vista Corporate Internship discussion board. Reading discussion from other students and making posts must be completed by 9am each Monday on the week following that during which you were due to post.

Please be aware that is possible to generate a report from WebCT Vista that indicates the date and time of making a post, and the number of posts that have been read.

Task Length 150 words in length for each post

Linked to Learning Outcomes 2a, 2b & 2c

Assessment Criteria/Guidelines

Evidence of critical reflection on skills, capabilities and knowledge held, their integration with workplace experiences, along with analysis and evaluation of workplace requirements, through regular and ongoing participation in the WebCT Vista Corporate Internship discussion board, as outlined in the Task description above.

4. Internship Sponsor/Mentor Evaluation – 20%

Task Description Not applicable

Task Length Not applicable

Linked to Learning Outcomes 2b, 2c & 2d

Assessment Criteria/Guidelines

The remaining 20% of the assessment will take the form of an Internship Sponsor/Mentor evaluation (external assessment), in accordance with the attached pro forma.

Assessment/Learning Outcomes/Generic Graduate Attributes Matrix

		Assessment	Items		
Learning Outcomes		<i>Daily Journal Report/Monthly Journal Progress Report</i>	<i>Written Major Project Report</i>	<i>Participation in WebCT Vista Discussion Board</i>	<i>Internship Sponsor/Mentor Evaluation</i>
	a	✓		✓	
	b	✓	✓	✓	✓
	c		✓	✓	✓
	d		✓		✓
Generic Graduate Attributes	Knowledge	✓	✓		✓
	Communication	✓	✓	✓	✓
	Problem-solving	✓	✓	✓	

How your final result is determined

The final result is calculated by adding together your total assessments for each of the Monthly Journal Reports, the Major Project Report/s, Participation in the WebCT Vista discussion board and the Internship Sponsor's Evaluation. You must achieve an overall mark of at least 50% AND have completed and submitted each item of assessment to pass the Unit.

Submission of Reports

The Monthly Journal/Progress Report/s and the Major Project Report/s must be submitted in accordance with the requirements of the Faculty Guide for Students. A copy of the Guide is available at:

<http://www.utas.edu.au/business/faculty/staticpages/PublicationsLinks.html>

Penalties

Written coursework (monthly journal progress reports and major project/s report/s) that is not submitted by the due date and time will incur a penalty of 10% of the available marks for each day the coursework is late. Marks to be assigned for participation in any form in the WebCT Vista discussion board may not be allocated where participation is later than that stipulated.

Consistent with the Faculty's Policy on late submission of coursework, extensions of time will only be granted on medical or compassionate grounds. Requests for extension must be made to the Unit Co-ordinator in writing on the Faculty's Corporate Internship Assignment Extension Form available from the Current Students Resources page:

<http://www.utas.edu.au/business/faculty/CurrentStudents/CurrentStudents.html>

Medical certificates or other evidence, which supports the application, must be attached.

Academic Referencing

In your written work you may need to support your ideas and comments by referring to scholarly literature or other literature/documents (eg: literature, documents, etc that is prepared/used by the Internship Sponsor). 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 (see below).

The appropriate referencing style for the unit is explained in the *Guide for Students* issued by the Faculty of Business (see above).

For information on presentation of assignments/reports, including referencing styles see:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

Plagiarism

The University has issued the following statement on plagiarism and academic integrity. Please read the following statement. Should students require clarification they should see the Unit Coordinator.

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, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

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. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/> or follow the link under 'Policy, Procedures and Feedback' on the *Current Students* homepage.

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 your lecturer in the first instance.

There are a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>

Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

If you have a problem...

- of an administrative nature (eg tutorial allocation), see the lecturer
- of an academic nature, please ask questions during tutorial sessions. For individual assistance, you should see your unit coordinator/lecturer during "consultation hours"
- if you have any concerns about this unit, then in the first instance you should discuss the matter with your lecturer. However, if you do not feel comfortable approaching your lecturer, or if you have a discussion with your lecturer and are not satisfied with the outcome, then you are encouraged to contact the Ombudsperson listed below, who also teaches in the School of Accounting & Corporate Governance.

Mrs Simone Bingham
Room 421, Commerce Building,
Hobart
Ph: (+61 3) 6226 2314
E-mail: Simone.Bingham@utas.edu.au

Belinda Williams
Room A257
Launceston
Ph: (+61 3) 6324 3661
E-mail: Belinda.Williams@utas.edu.au

Discussions with Simone or Belinda will be kept in the strictest confidence. If you wish to pursue the matter further, they will advise how this can be done. The University also has formal policies, which can be accessed at:
http://www.admin.utas.edu.au/ac_serv/complaints_info.html

Difficulties with Studies, Personal Problems, Disability and Illness

If you are experiencing difficulties with the internship or in satisfying the assessment requirements for the internship, have personal or life planning issues, disability or illness which may affect the course of the internship, you should raise this with the Unit Coordinator and/or one of the following *Student Services Staff* as soon as possible: Student Counsellor, Careers Adviser and/or Disability Adviser. *Student Services* staff are located as follows:

Hobart - Top floor, Student Union/Association Building, Sandy Bay campus - Ph: 6226 2697 Fax: 6226 2059

Launceston - Ground Floor, Kerslake Student Centre, Newnham campus - Ph: 6324 3787 Fax: 6324 3788

Information about services and support for students that is provided by the University may be obtained from the University Website:

<http://services.admin.utas.edu.au/>

Students with Disabilities – University and Faculty Equity Plans

Goal 1 of the University of Tasmania Equity Plan 2004-2006 provides for: “An inclusive teaching and learning environment that values diversity, supports the pursuit of academic excellence and produces high quality education and employment results for all students and staff”. The Faculty of Business Equity Plan facilitates the University Plan at an operational level and has developed an ‘Action Plan’. The Action Plan for Goal 1 lays down procedures to ensure that students have equal access to lecture and course materials. The Faculty of Business complies with these procedures.

Student Complaints and Appeals

There are a number of avenues available to you if you have not been able to resolve a concern to your satisfaction through informal means. You can obtain information about these processes from:

<http://www.utas.edu.au/studentconcerns/>

UNIVERSITY OF TASMANIA
FACULTY OF BUSINESS
CORPORATE INTERNSHIP

Internship Sponsor Assessment Criteria

20% of the total assessment for this unit comprises an evaluation of your performance by the Internship Sponsor.

It is recommended that the Internship Sponsor award a mark out of 5 for each of the following criteria at the completion of the internship. This form should be submitted to the academic Unit Co-ordinator and the marks will then be aggregated and reduced to an overall mark out of 20%. Internship Sponsors are encouraged to provide comments based on their experiences in working with the student. These comments are strictly confidential and will not be shown to the student.

Criterion	Mark (out of 5) Use the scale below when assigning the mark.
Punctuality	
Personal presentation	
Willingness to learn	
Willingness to accept direction	
Understanding of information imparted or tasks assigned	
Ability to complete assigned tasks	
Quality of submitted work	
Timeliness of submitted work	
Overall level of performance	
Observed interpersonal skills	

Please use the following scale to help you assign a mark out of 5 for each item above:

Very good 5	Good 4	Neither good nor poor 3	Poor 2	Very poor 1
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