Tasmanian School of Business and Economics

BAA322/BAA323

CORPORATE INTERNSHIP

Semester 2, 2018

Unit Outline

Dr Rose Kling
## CONTACT DETAILS

### Unit coordinator

<table>
<thead>
<tr>
<th>Unit coordinator:</th>
<th>Dr Rose Kling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>Hobart</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:rose.kling@utas.edu.au">rose.kling@utas.edu.au</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>6226 2315</td>
</tr>
<tr>
<td>Room &amp; Campus:</td>
<td>Room 117, Centenary Building, Sandy Bay</td>
</tr>
<tr>
<td>Consultation hours:</td>
<td>By appointment</td>
</tr>
</tbody>
</table>
NOTICE

This Unit Outline refers to the Unit Outline Essential Information resource which includes information, policies and requirements relevant to this unit. You must read the Essential Information resource as it is considered part of this Unit Outline.

WHAT IS THE UNIT ABOUT?

Unit description

This Unit is a Level 300 unit that integrates work and learning for second and/or third year students. It carries 12.5 Credit Points (equivalent to one unit), and is an elective unit in undergraduate degrees, or combined undergraduate degrees, offered by the Tasmanian School of Business and Economics. 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

In this unit you will learn:

1. The analysis of (applied) learned skills and knowledge within a practical work-based project.
2. The demonstration and the integration of acquired skills, capabilities and knowledge from university studies to a practical workplace project.
3. Critical reflection and interpretation, and presentation of theory into practice.

In assessing this unit I will be looking at your ability to:

- Research, analyse and undertake a relevant workplace project.
- Perform a work-based project and associated tasks demonstrating the application of acquired (relevant) skills and capabilities.
- Demonstrate communication skills, collaboration with peers and mentors, with evidence of analysis of approaches, concepts, theories, models and outcomes to a workplace project.
- Work effectively as an individual and as part of a (workplace) team.
- Apply problem-solving, communication, corporate responsibility, and workplace perspectives to tasks within a work-based project.
- Use relevant workplace technology.
- Provide evidence-based critical reflection of study acquired skills, capabilities and knowledge.
- Identify, interpret and apply relevant theories from university studies to an internship project and to present and discuss outcomes both verbally and in written forms.
- Present projects outcomes and critical reflections on learning experience through discussion papers, presentations, professional email and précis, and a poster expo.

**HOW WILL I BE ASSESSED?**

<table>
<thead>
<tr>
<th>Assessment schedule</th>
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<tbody>
<tr>
<td><strong>Assessment task</strong></td>
</tr>
<tr>
<td>Assignment 1 - MyLO Reflective Discussions</td>
</tr>
<tr>
<td>Assignment 2 - Mid-semester Workshop Final Workshops</td>
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<tr>
<td>Assignment 3 - Video Poster Presentation Expo Presentation</td>
</tr>
<tr>
<td>Assignment 4 - Professional Email and Précis</td>
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<tr>
<td>Assignment 5 - Mentor Evaluation</td>
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**Assessment details**

**Assessment task 1: MyLO Reflective Discussions**

| Task description | For this assessment, you will be required to provide **three (3)** online discussion papers with your own definitions, analyses, critiques and reviews of a minimum of three theories that are relevant to the internship project and experiences. At least one of the theories discussed is to be chosen from those listed and detailed on MyLO. You may include two theories of your choice based on your own research. At least two originating discussion papers and one response paper are required. Discussion papers are expected to demonstrate your comprehension and analysis of theory as applied in a workplace. |
setting. It should also demonstrate your ability to critique, summarise, review and produce a valid justification for the choice of theories. It is expected that you will demonstrate high-level skills in both academic and corporate writing, including several relevant academic or other references to support your discussion (no minimum).

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Measures Intended Learning Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1</td>
<td>Demonstration of understanding and analysis of theory into practice.</td>
</tr>
<tr>
<td>Task length</td>
<td>Minimum 500 words per discussion paper (excluding references)</td>
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<tr>
<td>Due by date</td>
<td>Week 6 – 11 August 2017 - full instructions published to MyLO.</td>
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**Assessment task 2: Mid and Final semester workshops**

<table>
<thead>
<tr>
<th>Task description</th>
<th>Mid-semester Workshop (5%) Final Workshops (10%)</th>
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</thead>
<tbody>
<tr>
<td>Criterion</td>
<td>Measures Intended Learning Outcome:</td>
</tr>
<tr>
<td>Criterion 1</td>
<td>Demonstrate communication skills, collaboration with peers, evidence of analysis of approaches, concepts, theories, models as applied to a workplace project. Demonstrated ability to work effectively as an individual and as part of a team. Demonstrated ability to present and discuss learning outcomes both verbally and in written forms.</td>
</tr>
<tr>
<td>Task length</td>
<td>Workshop 3 hours</td>
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<tr>
<td>Due by date</td>
<td>Week 6 – 20 August 2018 - full instructions published on MyLO</td>
</tr>
</tbody>
</table>

**Assessment task 3: Presentation Video and Expo**

| Task description | You will design and produce a poster which will provide an overview of your internship project, experiences, reflections on your skills, knowledge and abilities acquired, links to studies and theories. You will provide a 3-4 minute video published online to MyLO of a presentation of your poster. You will deliver your poster in a Poster Expo Session at the TSBE. Business mentors and academics from TSBE and the broader University community will be invited to attend. |

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**UNIVERSITY of TASMANIA**
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Measures Intended Learning Outcome:</th>
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<tbody>
<tr>
<td>Criterion 1</td>
<td>Demonstrated ability to identify, interpret, present and discuss relevant theories from university studies to an internship project and to present and discuss outcomes both verbally and in written forms. It demonstrates your business communication skills to present business project outcomes to academics and industry mentors through highly-developed presentation skills.</td>
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<table>
<thead>
<tr>
<th>Task length</th>
<th>3 minute video presentation (20%)</th>
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<tbody>
<tr>
<td></td>
<td>Expo Presentation skills (10%)</td>
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| Due by date | Week 11 Video Week 12 Expo - full instructions published on MyLO. |

**Assignment Task 4: Professional Email and Project Précis**

**Task description**

You will provide a professional email and project précis which will be assessed with feedback for you to alter and submit to industry mentors.

You will provide a précis 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, a 1-2 page précis of your project, the outcomes achieved, and the experiences gained, and any final recommendations to the mentor.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Measures Intended Learning Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1</td>
<td>This assessment links to the demonstration of research, analysis and application skills for a project within a workplace setting and the communication of the outcomes through professional business written skills to an industry mentor.</td>
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</table>

| Task length | 1 page email and maximum 2 page précis |

| Due date | Week 12 |

**UNIVERSITY of TASMANIA**
Assignment Task 5: Mentor Evaluation

Description

Not provided by student.

During the course of the internship, the Internship Mentor will evaluate your work and activities undertaken in connection with your major project, 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).

An electronic version of the marking rubric will be provided to the Internship Mentor for the purposes of the formal written evaluation.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Measures Intended Learning Outcome:</th>
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<tbody>
<tr>
<td>Criterion 1 – 100%</td>
<td>This assessment links to the demonstration of research, analysis and application skills for a project within a workplace setting and the communication of the outcomes through professional business written skills to an industry mentor.</td>
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</table>

Task length: N/A

Due date: Week 13

WHAT LEARNING OPPORTUNITIES ARE THERE?

Recommended readings

Academic publications. Useful websites will be published on MyLO.

Reading Lists

Reading Lists (if provided) will be accessible from a direct access to all unit reading material lists in one place. This includes e-Readings and items in Reserve. If applicable, Reading Lists will be placed on the following: http://rlms.utas.edu.au/erl/

Activities

Details of teaching arrangements

The presentation of this course is an on-campus program.
### Unit schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Start of Week</th>
<th>Topic</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16 July</td>
<td>Unit Outline and Workshop details published to MyLO</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>23 July</td>
<td>Theories published to MyLO</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>30 July</td>
<td>Initial Workshop - 30 July 2018. Introduction to Corporate Internship processes and Assessments</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6 August</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>13 August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>20 August</td>
<td>Mid-semester Workshop - 20 August</td>
<td></td>
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<tr>
<td>7</td>
<td>27 August</td>
<td>MyLO Discussion Papers</td>
<td>Week 6 - 11</td>
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<td></td>
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<td><strong>Mid-semester break: 3 to 9 September</strong></td>
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<tr>
<td>8</td>
<td>10 September</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>17 September</td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>24 September</td>
<td>Final Workshop - 28 September 2018</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1 October</td>
<td>3 minute Video Presentation</td>
<td>Week 11</td>
</tr>
<tr>
<td>12</td>
<td>8 October</td>
<td>Presentation Expo</td>
<td>Week 12</td>
</tr>
<tr>
<td>13</td>
<td>15 October</td>
<td>Mentor Evaluation</td>
<td>Week 13</td>
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### ACCREDITATION

#### AACSB Accreditation

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](#).