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

BAA321
CORPORATE INTERNSHIP

Semester 2, 2019
Unit Outline

Tim Millbank
## CONTACT DETAILS

### Unit coordinator

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</table>
CONTENTS

WHAT IS THE UNIT ABOUT? 2

UNIT DESCRIPTION 2
INTENDED LEARNING OUTCOMES 2
GRADUATE QUALITY STATEMENT 3
ALTERATIONS TO THE UNIT AS A RESULT OF STUDENT FEEDBACK 3
PRIOR KNOWLEDGE &/OR SKILLS 3

HOW WILL I BE ASSESSED? 4

ASSESSMENT SCHEDULE 4
HOW YOUR FINAL RESULT IS DETERMINED 4
SPECIFIC ATTENDANCE/PERFORMANCE REQUIREMENTS 4
SUBMISSION OF INTERNSHIP REPORT 4
ACADEMIC REFERENCING 5
ACADEMIC MISCONDUCT 6
STUDENT BEHAVIOUR 7

WHAT LEARNING OPPORTUNITIES ARE THERE? 8

MYLO 8
RESOURCES 8
COMMUNICATION 9
CONCERNS AND COMPLAINTS 10
FURTHER INFORMATION AND ASSISTANCE 10

ACCREDITATION 11

AACSB ACCREDITATION 11
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 25 Credit Points (equivalent to two units), 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 with a public, private or not-for-profit business. You will be assigned an Internship Mentor from within the organisation who will support you during your internship. Specific work tasks you will undertake will be determined in discussions between yourself, your Internship Mentor and the TSBE. This will ensure appropriate standards are maintained and the work project and related tasks align to one or more of your study majors. Over 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 demonstrate:

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. A critical reflection and interpretation, and presentation of theory 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

N/A

Prior knowledge &/or skills

Completion of at least three (3) semesters of full-time undergraduate study, completing Level 100, 200 and/or 300 units towards one or more of your study majors within the Tasmanian School of Business and Economics (or a combined degree). The internship project and or related tasks must correlate with one or more of your study majors and students offered internships must be either *enrolled in their (2nd) second semester of their (2nd) second year of study or be at any stage of their (3rd) third year of study and who have achieved at least a Credit average result. Students who have not achieved a Credit average, may be eligible for internships through an interview with the Internship 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

There are no assessment items, tests or examinations in this unit.

### How your final result is determined

Students will receive an ungraded pass/fail based on their placement attendance record (see specific attendance placement requirements below).

### Specific attendance/performance requirements

Students are required to attend all placement days (recorded in a format as provided) and a minimum of one workshop throughout the semester in which they are enrolled and submit a final Internship Report (1500 – 2000 words).

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 an Internship Report.

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 an equivalent of two (2) days per week, for at least 11 weeks over the semester period. Each of the 22 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.

### Submission of Internship Report

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

Internship Reports 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.
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.
Student Behaviour

The University Behaviour Policy sets out behaviour expectations for all members of our University community including students and staff.

The aim in doing so is to ensure that our community members are safe, feel valued and can actively contribute to our University mission.

It is expected that community members behave in a manner that is consistent with our University values – respect, fairness and justice, integrity, trust, responsibility and honesty. There are also certain behaviours that are considered inappropriate, such as unlawful discrimination, bullying and sexual misconduct.

The accompanying University Behaviour Procedure sets out the process and avenues that University community members can access to resolve concerns and complaints regarding inappropriate behaviour by a University community member. Wherever possible, the focus will be on early intervention and a ‘restorative’ approach that creates awareness of inappropriate behaviour and its impact on others. However, in some cases, students who engage in inappropriate behaviour may be subject to disciplinary proceedings, which may impact upon continuation of their studies.
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 can 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

There are no prescribed texts or software for this unit.

Reading Lists

There are no prescribed reading lists or recommended readings for this unit.

Teaching and learning strategies

The University is committed to a high standard 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.

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 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.

During the first four weeks of this semester, your participation and engagement in this unit will be monitored. If you do not demonstrate evidence of having engaged actively with this unit by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

Students participating in this unit must act in a professional manner in all their dealings with University staff and members of their internship host organisation.
**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](mailto:https://www.utas.edu.au/college-of-business-and-law/health-safety) and policy.

**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.

**A NOTE ABOUT EMAIL CORRESPONDENCE**

You are expected to check your UTAS email (WebMail) on a regular basis – at least three times per week. To access your WebMail account, login using your UTAS username and password at [https://webmail.utas.edu.au/](https://webmail.utas.edu.au/).

You are strongly advised not to forward your UTAS emails to an external email service (such as gmail or Hotmail). In the past, there have been significant issues where this has occurred, resulting in UTAS being blacklisted by these email providers for a period of up to one month. To keep informed, please use your UTAS email as often as possible.

We receive a lot of emails. Be realistic about how long it might take for us to respond.
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.