



## BUS310 Unit Outline

<b>Unit Code and Title:</b> BUS310 INTERNSHIP
<b>Course(s):</b> Bachelor of Business (Technology Management)
<b>Core Unit:</b> Elective
<b>Credit Points:</b> 10 credit points
<b>Study Period:</b> Year Three
<b>AQF Level 7:</b> One Quadmester
<b>Study Load:</b> Students should expect to spend approximately 130 hours on studying and completing assignments across the study period. This includes time spent attending scheduled weekly classes, Work Integrated Learning (WIL) activities (if any), undertaking private study, and preparing for assessments, and examinations.
<b>Pre-Requisite:</b> There are three prerequisites BUS100 Business Communication and BIS100 Introduction to Business Information Systems.
<b>Mode(s) of Delivery:</b> This unit will be delivered predominantly face-to-face and online via Learning Management System (Canvas)/Zoom with recordings available for later viewing. Where appropriate, assessments MUST be submitted to Turnitin for authentication checking

### Unit Description:

In this unit students are introduced to the realities of work in a business or accounting discipline. Students undertaking this unit will spend a minimum of 80 work-integrated placement hours and 15 assessment hours during the quadmester. Work-integrated learning (WIL) placement may vary depending on the type of work undertaken within a business and will be monitored closely by a number of people inside the School, and outside by the Host and the Agent that will be assigned to the student. Please refer to the associated documents pertaining to WIL. Our internal documents cover the development the plan for work integrated learning, a policy and procedure. Then there are a number of government guidelines also on the matter of work placement or internship.

### Aim

Although this is an elective unit the aim is to provide the opportunity to students to be job ready, when they complete their course.

### Prescribed Textbook:

Larson, E., Gray, C. 2021. Project Management: The Managerial Process, 8th Edition, McGraw-Hill Publishers, Australia.



**Unit Learning Outcomes (ULOs):** On successful completion of this unit, students will be able to:

[ULO1] Demonstrate and explore the skills required for work placement environment (all aspects of communication, time management and workplace culture).
[ULO2] Analyze and discuss the skills necessary for work placement skills that would be valued by the employer.
[ULO3] Discuss and write a reflective journal from practical and knowledge skills gained from the work experience.
[ULO4] Compile and critique a portfolio of internship tasks that incorporates the knowledge and practical skills that will assist your career development.
[ULO5] Apply the knowledge and practical skills gained from the internship and how it relates to your personal professional development.

**Assessment Requirements:**

Assessment Type	Due	Weighting (% of total marks)
Assessment 1: Discussion Forum – On-Campus and Online	Week 1 to 8	10%
Assessment 2: Individual Reflective Journal: Write a reflective journal covering your personal experiences whilst during the internship. Reflective journal should be written up on a daily basis and can be up to 1500 words in length. Variations of plus or minus 10% of word limitation are accepted.	Week 5	20%
Assessment 3: Individual portfolio of skills obtained whilst on Work Placement with examples and Individual report highlighting skills gained from the experience for future personal and career development. Individual portfolio: Summarise in a portfolio work completed after internship and present any findings. Portfolio can be a combination of report and work completed during the internship. No word length just a well-constructed portfolio Formative feedback from the lecturer in week 5 on topic and direction to individual students – no marks awarded. Further feedback in week 8 as to the development of the portfolio -no marks awarded. Word count is 2,000. Variations of plus or minus 10% of word limitation are accepted.	Week 8	50%  (Report 20% plus presentation 5%)
Assessment 4: Presentation of the individual portfolio of skills obtained whilst on work placement with examples	Week 10	20%



Presentations to address the key points of the individual portfolio and report must be approx. 15-20 minutes long in which students participate and occupy discrete roles.		
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**Note:** It is your responsibility as a student to regularly check the academic policy documents available on the school website and unit materials available on the Learning Management System (LMS). **\*Failure to do so could lead to students taking a risk of failing to maintain satisfactory progress in the unit and completing the course on time. \*A breach of academic integrity could lead to the imposition of penalties.**