

**Business Informatics Internship (Part A) – 7344 and
Business Informatics Internship (Part B) – 7385**

Unit Outline 2009

Faculty of Information Sciences and Engineering

University of Canberra

*Australian Government Higher Education (CRICOS)
Registered Provider number: #00212K*

This Unit Outline must be read in conjunction with:

- a) *Studying at the University of Canberra: A Guide to Policies and Procedures*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at <http://www.canberra.edu.au/student-services>
- b) *Guide to Student Services at the University of Canberra*, and is available at <http://www.canberra.edu.au/student-services>
- c) Any additional information specified in section 6f.

1: General Information

- 1a Unit title:** Business Informatics Internship (Part A) and Business Informatics Internship (Part B)
- 1b Unit number:** Part A – 7344; Part B – 7385
- 1c Semester and year offered:** Part A, Semester 1; Part B, Semester 2
- 1d Credit point value:** Part A, 3; Part B, 3
- 1e Unit level:** 3
- 1f Name of Unit Convener and contact details (including telephone and email):**
Craig McDonald, 11 C 16, 6201 5285
craig.mcdonald@canberra.edu.au
Consulting Hours: by appointment – contact by email or phone.
- Name of Unit Moderator and contact details (including telephone and email):**
Mohammad Yamin, 11 A 13, 6201 2436
mohammad.yamin@canberra.edu.au
- 1g Administrative contact details (including name, location, telephone and email):**
School of ISE Office, 11 B 14, 6201 2417 or 6201 2153
ise@canberra.edu.au

2: Academic Content

2a Unit description and learning outcomes

Syllabus

Business Informatics Internship is a year long unit offered in two parts (A & B). Students must complete both parts to be assigned a result for the unit and have the credit points count towards course completion. Part A must be completed in Semester 1 and part B in Semester 2.

This unit is an industry-based internship, in which students participate in a business informatics workplace for the purpose of seeing theory into practice and reflecting on the realities of informatics work. It allows students to compare and contrast previous workplace experiences with those in their internship workplace.

Learning Outcomes

Students extend their practical experience in the tasks, roles, techniques, tools and skills associated with business informatics and will be better able to evaluate and report on the relative merits of alternative approaches and their application in the field of business informatics.

Generic Skills

A link to the generic skills expected of UC graduates is shown below. As this is a workplace based final semester unit, all of these skills are considered to be directly relevant to students undertaking the Business Informatics Internship:
<http://www.canberra.edu.au/uc/policies/acad/generic.html>.

2b Prerequisites and / or co-requisites

BII (Part A): Pre-requisites: Systems Project and Quality Management, Systems Analysis and Modelling and have completed at least 45 credit points (15 units) towards the degree of Bachelor of Business Informatics or permission of the course convener.

Co-requisite: Business Informatics Internship (part B) – you must enrol in BII (Part B) at the time that you enrol in BII (Part A).

BII (Part B): Pre-requisites: Business Informatics Internship (part A)

3: Delivery of Unit and Timetable

3a Delivery mode

On-campus with occasional lectures, interviews with your manager and / or academic supervisor, and group presentation sessions as specified in the timetable. This work complements the employer-based internship work.

3b Schedule of topics/lectures/tutorials/practicals/field classes by week

To be determined to suit individual internship arrangements.

4: Unit Resources

4a Lists of required texts/readings

As the unit is primarily an experiential learning unit based on time spent in industry, there are no required textbooks for these units.

4b Materials and equipment

None required apart from preparation of assessment items e.g. presentations to class, preparation of weekly journal and final report.

4c Unit website

The lecturer will use your student email account and the unit Web site (<http://learnonline.canberra.edu.au/>) to make available dynamic information related to some of the administration of the unit. It is your responsibility to check your student email account or the unit Web site on a regular basis (at least weekly).

5: Assessment

5a Assessment overview

Assessment Item	Due Date of Assignments (dates to be negotiated)	Weighting
CV, application & interview preparation, industry report		15%
Internship plan & learning agreement	Updates as internship proceeds	15%
Journal	Ongoing – regular reviews & submission with final report	20%
Seminar 1 presentation and participation in meetings	Seminar late in Semester 1. Industry debriefing (Oct '08) and review meetings with convenor	15%
Seminar 2 presentation and participation in meetings	Seminar late in Semester 1. Industry debriefing (Oct '09) and review meetings with convenor	15%
Final report	Semester 2, Friday, Week 13	20%

There are no examinations in either Business Informatics Internship Part A or Part B.

Your assignments must have a cover sheet (provided on the unit web site) with your name and student number and a signed declaration that the submission is your own work.

The author-date or 'Harvard' system is to be used in all written submissions. See "An Abridged Guide to Referencing with examples in the Harvard Author-Date Referencing style" on the University Library Citation Guide site at: http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides.

All assessment items are required to be presented / submitted on the agreed date.

5b Details of each assessment item

The following provides some details of the assessment items for these units. Further details for each assessment item are available on the unit web site.

All assessment items are individual. With the agreement of the academic supervisor, the seminars may be presented as a group.

CV, application & interview preparation, industry report

This assessment item assesses your preparation for and initiation of your internship. It includes your CV , application letter etc. It also includes a brief report (perhaps 3,000 words) providing some insights into the host organisation, the industry in which it is engages and the various roles informatics plays in it.

Internet Plan & Learning Agreement

You are required to complete a written Plan & Learning Agreement with your employer at the beginning of the internship, establishing proposed learning outcomes, types of tasks that lead to achieving these outcomes and the responsibilities of both parties. This Agreement is not a legal contract, but a statement of expectations to establish a sound basis for a successful internship for you, the employer, and the unit convenor.

It will not be unusual for your Learning Agreement to change several times during the term of your internship as you and / or your manager better understand the tasks you are undertaking or, as is more usual, the tasks you are undertaking change.

Once you and the employer have agreed to the details of the Learning Agreement, you must confirm with the UC unit convenor that the arrangements meet the academic requirements of the BI Internship. You will then provide your employer with a signed copy of the Agreement, giving the contact details of the UC unit convenor.

Journal

You will maintain a journal with entries at least weekly, or more often if you are working more than 8 hours per week. Your journal will be assessed for the insights and analysis you are able to record during the period of your internship. The journal is more a record of your insights on your performance rather than your performance itself. If you 'stuff up' and report on this (why it happened, what you would do next time, etc), this is more valuable than attempting to make yourself 'look good'.

Your up-to-date journal should be made available to the unit convenor on request.

Aside from being a record of your activities and your reflections on those activities, the journal will also form the basis of evidence for any changes to your learning plan, and as a source of information for your seminars and your final report.

Seminar presentation and participation in meetings

You will need to review your progress regularly during your internship. This involves 2 seminars for presentation to the class; one in each semester.

attendance at the industry breakfast (Oct '08 & Oct '09)
 review meeting with the unit convenor at strategic points in your internship.

Final Internship Report

Your final report, of around 2,500 words, will be a reflection on your experiences during your internship, and include discussion of organisation practices in relation to your organisation's informatics / information systems processes and practices. You should also reflect on your contributions to these activities.

It is expected that much of the source material for your report will be available from your journal. This report must also include a copy of your timesheet, signed by both you and your supervisor.

5c Special assessment requirements

BII (Part A) – There are three outcomes available: CNTYL, WH or N. You must show satisfactory progress in BII (Part A) to gain a CNTYL result and hence be permitted to continue on to BII (Part B). If you have not made satisfactory progress in BII (Part A) then you will not be permitted to continue to BII (Part B), i.e. you will not be given a CNTYL result in BII (Part A).

In order to gain a CNTYL result in BII (Part A) you:

- Must submit an acceptable industry report, learning agreement, journal, and timesheets, and
- Are expected to attend the required presentations.

An acceptable learning agreement is one which has been signed by yourself, your employer and the BII (Part A) convenor.

BII (Part B) – In order to gain a pass grade in this unit you:

- Must submit an acceptable final learning agreement, journal and final report and
- Are expected to submit every item of assessment, and
- Are expected to attend the required presentations and debriefing session, and
- Must gain a total of at least 50% overall.

Higher grades will be derived in accordance with the following table:

Overall Mark	Combined Seminar Marks	Final Report	Grade
At least 65%	At least 60%	At least 60%	CR
At least 75%	At least 70%	At least 70%	DI
At least 85%	At least 80%	At least 80%	HD

In the case of any assignment that places you in jeopardy of a Fail in the whole unit, appropriate moderation procedures will be used.

All assignments are required to be submitted on the due date. If for any reason you are unable to complete an assignment by the due date or attend a presentation or debriefing session you must submit, to the unit convenor, a request for an extension or abstention in writing before the due date (if possible) setting out in detail the genuine and exceptional reason for requesting the extension or not attending a debriefing / presentation session. If there is a medical reason for the request it must be accompanied by a medical certificate (see below).

Medical certificates. Your medical certificate must clearly state:

- That you were unfit to complete the assignment;
- The date of the medical consultation;
- The period during which you were / are / will be unfit; and
- The severity of your illness.

Generally, resubmission of an assignment that is unsatisfactory is not an option in this unit.

Late and (if requested by the convenor) resubmitted assignments may not count fully towards the determination of your grade. A late assignment will incur a penalty of 3% of the total possible marks for that assignment, per day it is late. A resubmitted assignment (if requested by your unit convenor) can gain at most 50% of the total available marks for that assignment. Non-attendance at debriefing or presentation sessions will result in zero marks for the relevant assessment item.

If there is any doubt with regard to the requirements of any particular assignments or assessment procedure, the onus for clarifying the issue rests with the student who should contact the lecturer about the matter.

5d Supplementary assessment

Supplementary assessment is not available for this unit.

5e Text-matching software

Text matching software may be used in this unit. If so, full details will be provided in the assignment(s) in which it is to be used.

6: Student Responsibility

6a Workload

The amount of time you will need to spend on study in this Unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp Unit the total notional workload over the fifteen week semester is assumed to be 150 hours or an average of 10 hours per week. These hours include time spent in classes. The total workload for Units of different credit point value should vary proportionally. For example, for a 6cp Unit the total notional workload over a fifteen week semester is assumed to be 300 hours or an average of 20 hours per week.

6b Special needs

Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convenor or the Disabilities Office as soon as possible so the necessary arrangements can be made.

6c Attendance requirements

Students are not required to attend any class as far as gaining a result is concerned.

However, students are expected to attend:

1. work and work organised activities unless reasonable evidence of extenuating circumstances can be provided. If students do not attend work, or work organised activities, then their final assessment grades will be reduced.
2. organised unit sessions (e.g. seminars, industry debriefing). If students do not attend organised sessions where they are required to present or otherwise contribute to assessable work, then marks will be deducted.

Announcements are made throughout the unit, typically to clarify requirements for assignments. Any such announcements will be made using your student email account and placed on the unit web site. Such announcements are deemed, within two working days, to be made to the whole group. Announcements made at an organised session are deemed to be made to the whole group.

6d Required IT skills

There are no specific IT skills required for this unit.

6e Costs

There are no additional costs associated with this unit apart from materials you choose to use in the preparation of assessment items.

6f Additional information

Feedback

Feedback on progress may be provided to students in several ways:

- Through comments to the class during briefing and seminar sessions.
- Through the unit web site – students should consult this regularly.
- In written form on your assignments or your seminar presentations.
- By peers, in the seminar sessions.
- By email, where appropriate.
- In individual consultation during the one-on-one sessions.
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7: Student Feedback

All students enrolled in this Unit will have an opportunity to provide anonymous feedback on the Unit at the end of the Semester via the Unit Satisfaction Survey which will be presented to you on OSIS. Your lecturer or tutor may also invite you to provide more detailed feedback through an anonymous questionnaire administered through the University's Centre for the Enhancement of Learning Teaching and Scholarship (CELTS).

8: Authority of this Unit Outline

Any change to the information contained in Section 2 (Academic content), Section 3 (Delivery of Unit and timetable) and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of staff and a majority of students has been obtained; and if written advice of the change is then forwarded to each student enrolled in the Unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.