

Unit Title – 7899

Unit Outline 2009

Faculty of Information Sciences and Engineering

University of Canberra

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

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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:** Information Sciences Internship

1b **Unit number:** 7899

1c **Semester and year offered:** Semester 1, 2009

1d **Credit point value:** 3 CP

1e **Unit level:** UG – Third Year

1f **Name of Unit Convener and contact details (including telephone and email)**

Unit Convener:	Bala M. Balachandran
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Phone:	(02) 6201 2622
Email:	bala.balachandran@canberra.edu.au

Unit Moderator: Dr Dharmendra Sharma
Room: 11B13
Phone: (02) 6201 2153
Email: Dharmendra.Sharma@canberra.edu.au

1g Administrative contact details (including name, location, telephone and email)

Office contact: School Office
Room: 11B14
Phone: (02) 6201 2417
Fax : (02) 6201 5231
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2: Academic Content

2a Unit description and learning outcomes

Unit Description: The goal of an IS internship is to provide work experience that is both of value to the organisation and also augments the formal IT education. Information Technology industry, including the professional body and employers, clearly recognises the advantage of students gaining practical experience to complement their formal education before entering the profession. Students will use the internship opportunity to apply the theories and concepts they have learnt at University to real-life situations. Students will be able to use this experience to reflect on their field of study, as well as develop their professional and personal skills.

Some students may work on a programming project from inception to completion, while others may contribute to a number of projects, gaining experience in areas such as business analysis, systems design, systems implementation, systems testing and other activities. All work is conducted under the supervision of an experienced IT professional within the industry and an academic staff from the Faculty of Information Sciences and Engineering.

Students should consider the personal goals they would like to achieve through their internship placement. These goals should be discussed with the employer. The employer and the student should then agree on the tasks to be undertaken and the learning outcomes to be achieved. To achieve the greatest benefits from the internship program for both the student and the employer, learning outcomes and tasks should be individually tailored to suit the particular circumstances.

The following lists may provide some suggestions and/or guidance in determining what will be achieved during the internship.

Learning Outcomes: On successful completion of this unit, you should be able to demonstrate:

1. the ability to act with honesty and integrity, which reflect respect for themselves and others;
2. the ability to apply technical expertise and knowledge based on academic experience gained at the university;
3. the ability to apply critical thinking strategies to solve problems and make decisions in a systematic and proactive manner;
4. the ability to gather appropriate resources and information to acquire relevant knowledge about the organisation and to adapt to the context within which they will work;
5. the ability to utilise appropriate interpersonal skills to participate in teams and to fulfil responsibilities assigned to them;
6. the ability to communicate information and ideas in oral, verbal and written forms that are clear, well-organised and easily understood.

- 2b Prerequisites and/or co-requisites**
*Systems Project and Quality Management or
 Software Engineering Practice*

3: Delivery of Unit and Timetable

3a Delivery mode

This unit will not have regular lectures or tutorials. Students will carry out their internship program at an outside organization such as ATO, Microsoft, etc. However, a few classes will be conducted at the university throughout the semester.

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

Week	Activity
1	No Activity
2	Introduction to unit Preparing Learning Agreement
3	Learning Agreement Assessment Unit Enrolment
4	Internship
5	Internship
6	Internship
7	Internship
8	Internship
9	Internship – Mid-Semester Progress Report
10	Internship
11	Internship
12	Internship
13	Internship
14	Internship
15	Internship
16	Final Report Submission and Seminar Presentation

4: Unit Resources

- 4a Lists of required texts/readings**
- 4b Materials and equipment**
- 4c Unit website**

The unit website can be reached through Moodle. Copies of some notes or handouts to be used in the lectures may be posted to the unit website. There will be a number of handouts distributed in the lectures throughout the semester.

5: Assessment

5a Assessment overview

Assessment Item (including exams held in the exam period)	Due Date of Assignments	Weighting (total to equal 100%)
Learning Agreement	Week 3 – Monday, 5 pm	--
Weekly Journal 1	Week 9 – Friday, 5 pm	10%
Mid-Semester Seminar	Week 9 – TBA	20%
Weekly Journal 2	Week 16 – Friday, 5 pm	10%
Final Seminar	Week 16 - TBA	30 %
Final Report	Week 16 – Friday, 5 pm	30 %
Supervisor's report	Week 16 – Friday, 5 pm	--
Timesheets of Attendance	Week 16 – Friday, 5 pm	--

5b Details of each assessment item

Learning Agreement	Employers and students will be required to complete a written agreement at the beginning of the internship, establishing the learning outcomes, tasks and responsibilities of both parties. This Agreement is not a legal contract, but simply a statement of expectations that will establish a sound basis for a successful internship for the student, the employer, and the unit convenor.
Weekly Journal Part 1 Weekly Journal Part 2	Students should maintain a journal to record their work on a regular basis. An entry into this journal is preferred for each 'day' worked, with at least one journal entry for every 8-10 hours worked. The journal Part 1 should be submitted to the unit convenor at the end of week 9 and the part 2 should be submitted at the end of week 16.
Mid-Semester Seminar	Students will be required to give a mid-semester seminar during week 9 describing their project and the progress to date. The seminar should be for 10-15 minutes.
Final Seminar Presentation	Each student must give a seminar in the class about the experience gained from the internship and the learning outcomes achieved. The seminar should be for 15-20 minutes.
Final Internship Report	The final report on the internship must be prepared professionally and submitted to the unit convenor as indicated on the assessment schedule.

5c Special assessment requirements

Each assessment item will be given a grade and an associated percentage mark. The marks for the weekly journal 1 and 2 and oral progress report, final seminar and the final internship report are totalled with appropriate weights to produce an overall coursework mark.

Overall Internship Mark = 10% of Weekly Journal 1 + 10% of Weekly Journal 2 + 20% of Mid-semester Seminar + 30% of Final Seminar + 30% of Internship Report

To obtain a pass grade in continuous assessment you must gain at least 50% in each of the following assessment items:

- Mid-semester seminar
- Final seminar presentation
- Final Internship report

and you must have the following items assessed as satisfactory or above:

- Learning Agreement
- Supervisor's Report
- Timesheets of Attendance

Grades will be awarded as follows:

Grade	Overall Internship Mark
HD	$\geq 85\%$
DI	$\geq 75\%$
CR	$\geq 65\%$
P	$\geq 50\%$

5d Supplementary assessment

None

5e Text-matching software

None

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 Convener or the Disabilities Office as soon as possible so the necessary arrangements can be made.

6c Attendance requirements

6d Required IT skills

6e Costs

Students must expect to pay for the textbook.

6f Additional information

None

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 on their teaching through an anonymous in-class questionnaire administered through the University's Teaching and Learning Centre (TLC).

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.