

Information Sciences Internship PG – 7900

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 PG
- 1b Unit number**
7900
- 1c Semester and year offered**
S2, 2009
- 1d Credit point value**
3 CP
- 1e Unit level**
PG
- 1f Name of Unit Convener and contact details (including telephone and email)**
Dr Wanli Ma, 6201-2838, Wanli.Ma@canberra.edu.au, Office 11B45
- 1g Name of Unit Moderator and contact details (including telephone and email)**
Prof. Dharmendra Sharma, 6201-2153, Dharmendra.Sharma @canberra.edu.au, Office 11B13

- 1h Administrative contact details (including name, location, telephone and email)**
The Faculty Administrative Officers at 11B14, Ph: 6201-2153/6201-2417, email: ise@canberra.edu.au.

2: Academic Content

2a Unit description and learning outcomes

This advanced postgraduate unit provides students with the opportunity to gain practical experience working with an ICT industry organisation. A student spends a total of 120 hours working in a role relevant to the professional interests of the students. An additional 30 hours are required for meetings and assessment items. The unit is subject to the availability of such an opportunity. The placement and the supervisor(s) are identified by the student in consultation with the unit convener. The supervisor(s) and the student's enrolment in the unit are approved by the Dean of the Faculty by the first week of the semester. This unit is available to final-semester MTech and MIT students. Before enrolling, students are required to consult their course adviser(s) and seek approval. Outcomes from this unit include real world professional experience linking the knowledge gained in the course with industry work practices.

This unit is at the postgraduate (PG) level. The internship tasks for this unit have to be above the entry level, preferably at a senior professional level, or at least, towards a senior professional level. Intern hosting organisations will stipulate the levels of the involved tasks.

This unit also addresses and promotes the UC graduate attributes on generic skills and attributes as listed in "*Generic skills and attributes of University of Canberra graduates from undergraduate and postgraduate coursework courses*" https://guard.canberra.edu.au/policy/policy.php?pol_id=3030. Please see also the Unit Design for the tactics used in addressing generic skills.

On successful completion of this unit, a student should be able to gain skills in varieties of areas. The following lists may provide some suggestions and/or guidance in determining what will be achieved during the internship.

- the ability to act with honesty and integrity, which reflect respect for themselves and others;
- the ability to apply technical expertise and knowledge based on academic experience gained at the university;
- the ability to apply critical thinking strategies to solve problems and make decisions in a systematic and proactive manner;
- 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;
- the ability to utilise appropriate interpersonal skills to participate in teams and to fulfil responsibilities assigned to them;
- 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**
Requirements and Project Management PG or Object-Oriented Software Design PG

3: Delivery of Unit and Timetable

3a Delivery mode

This subject does not have regular lectures or tutorials. A student is required to work at an intern site for 120 hours. The student is also required to spend 30 hours on academic activities. The schedule of the time can be negotiated between the students and the intern hosts.

- 3b Schedule of topics/lectures/tutorials/practicals/field classes by week**
See 3a.

4: Unit Resources

4a Lists of required texts/readings

Reading materials, assessment specifications, and other related information are available at <http://learnonline.canberra.edu.au>.

- 4b Materials and equipment**
Varies on case by case.

- 4c Unit website**
<http://learnonline.canberra.edu.au>

5: Assessment

5a Assessment overview

Assessment Item (including exams held in the exam period)	Due Date of Assignments	Weighting (total to equal 100%)
Industry report	Week 2	10
Learning Agreement	Week 2 or 3	10
Activity Journal and Time Sheets	On finishing or Week 15 the latest	30
A Seminar	Week 15	20
Final Report	On finishing or Week 15 the latest	30

5b Details of each assessment item

- **Industry Report:** It is essential to clearly understanding the organization whom you will work with and the industry where the organization operates, even before you start this Internship subject. With the understanding, you can set up a realistic goal on the expectation and learning outcomes.
- **Learning Agreement:** Learning agreement is between you, your supervisor in the host organization, and the unit convener.

- **Activity Journal and Time Sheets:** You should keep a journal on your activities and a time sheet to support your journal. In the journal, you will record the details of all major activities, together with, more importantly, the purpose, the learning outcome, and your reflection on these activities. The time sheets have to be signed by your supervisor.
- **1 Seminar:** You are expected to give a seminar about your learning journey and reflection of the tasks done.
- **Final Report:** Final report will summarize your learning journal of this internship. In the report, you will also reflect on the earlier reports about the industry and your learning agreement.

A late submission, without the approval from the unit convener, is subject to the penalty up to 40% of the corresponding assessment item. A resubmission, should it be required, will be marked up to 50% marks of the corresponding assessment item.

5c Special assessment requirements

A student has to participate in all assessment items in order to pass the unit. Any missing item will result in a failure grade.

The total mark is calculated by the following formula:

Total mark = the mark of Industry report +
the mark of Learning Agreement +
the mark of Activity Journal and Time Sheets +
the mark of 1 seminar +
the mark of Final Report

The grade for the subject is then determined according to the following algorithm, with highest possible:

Total mark \geq 85	HD
Total mark \geq 75	DI
Total mark \geq 65	CR
Total mark \geq 50	P
The rest	FAIL (NX, NS, NC or NN)

5d Supplementary assessment

Not available

5e Text-matching software

Not in use; however, the lecturer reserves the right to ask a student to attend extra oral defence to his/her assignment. Should it happen, the mark for the assignment will be based on the oral performance.

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

Students **are required** to spend 120 hours with the intern hosting organisation and up to 30 hours on academic activities, including briefing sessions, seminars and one-on-one mentoring sessions with academic supervisor. The 120 hours include internship working hours, bookkeeping, and report writing.

6d Required IT skills

It varies from site to site. Individual arrangement between the student, the intern hosting organisation, and the subject convener should be made before start the subject.

6e Costs

Transportation, Web access, and consumables etc.
Other information, including fees and charges, can be found on OSIS.

6f Additional information

All assignments will require background reading, intelligent criticism, keen observation and the development of a line of argument to support any particular adopted stance. It is also a requirement that each assignment is totally the work of the individual submitting it (unless explicitly stated otherwise) and that it is produced specifically for the subject in question. **The reproduction, paraphrasing, summarizing or otherwise presenting in altered form, another person's ideas or arguments without acknowledgment is plagiarism.** Any form of plagiarism will be reported to the Dean of Faculty for investigation.

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
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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.