Unit Outline 2011
Faculty of Information Sciences and Engineering

Information Sciences Internship - PG
7900
This Unit Outline must be read in conjunction with:

a) *UC Student Guide to Policies*, 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 *(scroll to bottom of page)*

b) *UC Guide to Student Services*, and is available at *(scroll to bottom of page)*

c) Any additional information specified in section 6h.

1: **General Information**

1a **Unit title**: Information Sciences Internship

1b **Unit number**: 7900

1c **Semester and year offered**: Semester 1, 2011

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

1e **Unit level**: PG

1f **Name of Unit Convener and contact details (including telephone and email)**
   Raymond Young, room 11B16, ph 6201 2391 raymond.young@canberra.edu.au, box 201
   **Moderator**: Dale Kleeman, room 11B18, ph 6201 2427 dale.kleeman@canberra.edu.au

1g **Administrative contact details (including name, location, telephone and email)**
   ISE Faculty Office, 11B14, ph 6201 2417, ise@canberra.edu.au
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:

Learning Outcomes
On completion of this unit, students will be able to:
1. demonstrate their practical experience in the tasks, roles, techniques, tools and skills associated with information sciences; and
2. evaluate and report on the relative merits of alternative approaches and their application in the field of information sciences.

2b 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 IS Internship:

2c Prerequisites and/or co-requisites
Systems Project and Quality Management OR Software Engineering Practice

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. This work complements the employer-based internship work:
3b  Timetable of activities, such as lectures/tutorials/practicals/field classes, showing key dates and topics (Information might be provided in the form of a table)
To be determined to suit individual internship arrangements – it is expected that students will meet with the unit convener at least monthly to discuss the progress of their internship placement.
A session is booked in week 1 for Tuesday 2.30 to 4.30 pm in 2C9 for the unit convener to brief the students about aspects of the unit and other matters as appropriate.
Note that students are expected to have completed 240 hours of industry placement over the duration of the BI Internship unit.

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
No special requirements. Students may use the Faculty’s computing laboratory resources.
Project groups may require server space and/or web hosting. This can be organised through the Building 11 network administrators. For any such requirements, please speak to your lecturer first.

4c  Unit website
The unit convener 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

<table>
<thead>
<tr>
<th>Assessment item (including exams held in the exam period)</th>
<th>Due date of assignments</th>
<th>Weighting (total to equal 100%)</th>
<th>Addresses learning outcome(s)</th>
<th>Addresses generic skill(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV, application &amp; interview preparation, industry report</td>
<td>Prior to placement</td>
<td>10%</td>
<td>1</td>
<td>1, 2, 4, 5</td>
</tr>
<tr>
<td>Internship plan &amp; learning agreement</td>
<td>Initial signed submission due 28 February and updates as internship proceeds</td>
<td>10%</td>
<td>1</td>
<td>1, 2, 4, 5</td>
</tr>
<tr>
<td>Journal</td>
<td>Ongoing – regular reviews &amp; submission with final report</td>
<td>20%</td>
<td>1, 2</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Seminar 1 presentation and participation in meetings and peer review</td>
<td>Seminar at mid-point of placement. Review meetings with convener</td>
<td>15%</td>
<td>1, 2</td>
<td>1, 2, 4, 5</td>
</tr>
<tr>
<td>Seminar 2 presentation and participation in meetings and peer review</td>
<td>Seminar at completion of placement. Industry debriefing and review meetings with convener</td>
<td>15%</td>
<td>1, 2</td>
<td>1, 2, 4, 5</td>
</tr>
<tr>
<td>Final report</td>
<td>At completion of placement.</td>
<td>30%</td>
<td>2</td>
<td>1, 2, 3, 4, 5</td>
</tr>
</tbody>
</table>

5b Details of each assessment item

The following provides some details of the assessment items for these units. Further details for each assessment item, including detailed assessment criteria, are available on the unit website. All assessment items are individual.

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 1,500 words) providing some insights into the host organisation, the industry in which it is engages and the various roles informatics plays in it. This assessment item must be submitted before the end of week 4.

Internship 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 convener.

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 Internship. You will then provide your employer with a signed copy of the Agreement, giving the contact details of the UC unit convenor. This assessment item must be completed before the end of week 4.

**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’. Some of these insights may be reflections on which UC units were relevant to the various tasks and why, along with notes on how things may have been done differently in your workplace.

Your up-to-date journal should be made available to the unit convenor on request and you are required to keep this on-line on the unit website.

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 at around the mid-point of your placement and the other at the end
- attendance at the industry breakfast (Oct 2010)
- review meetings with the unit convenor at strategic points in your internship, and at least monthly
- participation in peer review of other students at seminar presentations.

**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 and how they might relate to theory presented in units in the Business Informatics course.

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.

Each assignment submission must have a cover sheet (provided on the unit web site) with the student’s name, student number, and a declaration that the submission is the student’s own work. Students should keep a copy of all assessment items that are submitted at least until unit grades have been published at the end of semester.

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 unit convenor about the matter.

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 which clearly states:
- that you were unfit to complete the assignment;
- the date of the medical or counselling consultation; and
- the period for which you were/are/will be unfit to complete the assignment.

Unless appropriate arrangements have been made, supported by a sensible and valid reason, late submissions will attract a penalty of 5% per day or 20% per week.

All work quoted from any source should be appropriately referenced using the “Harvard author-date” referencing style. This style is described in detail (including electronic sources) in the relevant Reference Guide available at: http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides

5c Special assessment requirements

There are no examinations in the Internship.

There is a mandatory checkpoint at the end of week 4.

Students will need to have submitted their “CV, application & interview preparation, industry report” and have an acceptable “Internship plan & learning agreement” in place before the end of week 4 (the census date), or you will not be permitted to continue with the unit in this semester. The lack of a learning agreement implies that you have yet to get a satisfactory placement, or you are starting this work far too late in the semester. If you don’t have a placement by the end of week 4, there is a reasonable prospect you will not get one during the semester and will end up incurring the fees without any prospect of a satisfactory result for the unit.

Any work undertaken before the learning agreement is in place, other than a small amount needed to negotiate the agreement, is just regarded as “work experience”, and is not work that you will be able to count towards the 120 hours needed for the internship.

An acceptable learning agreement is one which has been signed by yourself, your employer and the BII unit convener.

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
- should have completed 120 hours of industry placement; 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 awarded on the basis of the total mark being ≥ 65 for a credit, ≥ 75 for a distinction and ≥ 85 for a high distinction. Some scaling of marks and academic judgement may be applied to determine students’ final grades - in this process no student will be disadvantaged.

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

Each assessment item will be given a grade and an associated percentage mark. The marks for the weekly journal and mid-semester seminar, final seminar, supervisor report and the final report are totalled with appropriate weights to produce an overall coursework mark.

5d Supplementary assessment

There will be no supplementary assessment / examination for this unit.
5e Academic Integrity
Students should uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values.

5f Text-matching software
Text-matching software from an external service (such as Turnitin) may be used to check for plagiarism.

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 semester or term is assumed to be 150 hours. 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 semester or term is assumed to be 300 hours.

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 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 they may not pass the unit, or 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 Withdrawal
If you are planning to withdraw please discuss with your unit convener. Please see this link for further information on deadlines.

6e Required IT skills
The Internship is an advanced level unit and it is generally expected that students will have a fair degree of sophistication in their knowledge of IT related matters. Students should also possess the ability to use a word processor and presentation tools for the production of assignments and various on-line searching tools from the Internet and the library to undertake various assignments in the unit.
6f **Costs**

No additional costs will be incurred by students undertaking this unit apart from the normal costs of being a university student.

6g **Work Integrated Learning**

The Internship is a Work Integrated Learning unit, and therefore, additional student responsibilities are required in addition to those described in section 6. This unit involves industry placements and hence requires strict adherence to professional practice principles and ethics. Client confidentiality must always be maintained, including for assessment items like reports or seminars. The professional nature of this unit also requires 100% attendance at all WIL learning activities for the successful completion of this unit (see section 6c). If attendance requirements cannot be satisfied (e.g. timetable clash), it is recommended that you meet with your course convenor to schedule this unit for a future semester.

6h **Additional information**

Announcements made at lectures or tutorials are deemed to be made to the whole group. Documents published on the unit website are also deemed to be announcements to the whole group, so check it regularly.

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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 (USS) 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).

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**8: Authority of this Unit Outline**

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convenor if the written agreement of Head of Discipline 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/her to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convenor.