



## COURSE OUTLINE

# BUS331 Business Internship

**Course Coordinator:** Leonard Vance (lvance@usc.edu.au) **School:** School of Business and Creative Industries

2021 | Semester 2

USC Sunshine Coast  
USC Moreton Bay  
USC Fraser Coast

ON CAMPUS

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

*Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.*

## 1. What is this course about?

### 1.1. Description

This Work Integrated Learning (WIL) course provides an opportunity to experience the workplace and involves completion of a set of work activities under the guidance and supervision of: an academic supervisor at the University of the Sunshine Coast and an industry supervisor from the partner organisation. You should apply knowledge and skills gained throughout your university studies and develop a practical understanding of the industry and/or profession. You must perform satisfactorily in all assessment tasks and complete 96 hours of vocational placement to pass this course.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Placement – Industry placement	8hrs	Week 1	12 times

### 1.3. Course Topics

Relate to individual students' Internship Projects

## 2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

12 units

#### 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Successfully apply theoretical knowledge to practical situations.	Knowledgeable Empowered Engaged	PC3 - Creative and Critical Thinking PC3.1 - Problem Solving PC6.2 - Discipline Knowledge
2 Critically and systematically evaluate contemporary management and/or professional issues relevant to an organisation and its work.	Creative and critical thinker Engaged	PC3 - Creative and Critical Thinking PC6.2 - Discipline Knowledge
3 Reflect on and learn from professional experience demonstrating personal and professional responsibility for own learning and work outcomes evidenced by self-evaluation of performance and development of improvement strategies.	Creative and critical thinker Engaged	PC6 - Career-ready PC6.1 - Self-management
4 Work proactively within an organisation to design, coordinate and implement a project or successfully complete work activities.	Empowered Engaged	PC2 - Collaboration PC2.1 - Teamwork PC4 - Community Consciousness PC6 - Career-ready
5 Demonstrate effective communication skills in project management, Problem solving, and presentation.	Empowered Engaged	PC1 - Communication PC1.1 - Written Communication PC1.2 - Oral Communication PC1.3 - Digital Literacy PC6 - Career-ready

#### 5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

##### 5.1. Pre-requisites

You must be enrolled in a program offered substantially (50% or more) by the School of Business. Course Coordinator permission is required for enrolment in this course. Entry is also contingent upon: \*students having a cumulative GPA of 4.5 or above, having successfully completed at least two thirds of the courses in their degree (including at least 6 courses in their major, where applicable) and having an available elective course in their program structure, \*the Course Coordinator being satisfied that the scope of project/duties outlined in the initial internship application is of sufficient rigour to be appropriate, relevant and achievable for an internship placement of 96 hour's duration over 12 weeks, \*students consulting with the Course Coordinator and Industry Supervisor at the placement organisation to establish mutually satisfactory workplace arrangements

##### 5.2. Co-requisites

Not applicable

##### 5.3. Anti-requisites

Not applicable

##### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

#### 6. How am I going to be assessed?

##### 6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

## 6.2. Details of early feedback on progress

Written feedback will be regularly provided to the students' weekly e-journal reports (Task 1) to help support their internship progress and completion of subsequent Task reports.

## 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Journal	Individual	200 to 250 words each weekly entry	Refer to Format	Online Assignment Submission with plagiarism check
All	2	Report	Individual	2,000 to 2,500 words	Week 5	Online Assignment Submission with plagiarism check
All	3	Report	Individual	Digital presentation 12 slides maximum	Week 13	Online Assignment Submission with plagiarism check
All	4	Placement performance	Individual	N/A	Throughout teaching period (refer to Format)	To Supervisor

### All - Assessment Task 1: Weekly reflective E-journal log

<b>GOAL:</b>	To write a journal entry at the completion of each week's internship placement hours. The entry should demonstrate that you are reflecting on your internship experience, comparing theory to practice and measuring your own progress towards listed objectives.																
<b>PRODUCT:</b>	Journal																
<b>FORMAT:</b>	<p>Submit: Weeks 2, 3 and 4 and 7 - 11 inclusive.</p> <p>This is an individual assessment.</p> <p>Each weekly reflective E-log journal entry should be 200 to 250 words (max). Each entry should:</p> <ul style="list-style-type: none"> <li>• indicate the major task/s on which you have worked during the current week's internship placement</li> <li>• describe a challenge/problem that you faced and how you addressed it; and</li> <li>• explain the links between specific theories/concepts from your degree and your weekly internship activities/tasks</li> </ul>																
<b>CRITERIA:</b>	<table border="1"> <thead> <tr> <th>No.</th> <th></th> <th>Learning Outcome assessed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reflective writing relevant to the scope and tasks of the internship placement evidencing an ability to:</td> <td>3 5</td> </tr> <tr> <td>2</td> <td>Reflect on and learn from professional experience</td> <td>2 3</td> </tr> <tr> <td>3</td> <td>Assume personal and professional responsibility for own learning and work outcomes</td> <td>4</td> </tr> <tr> <td>4</td> <td>Successfully apply theoretical knowledge to practical situations</td> <td>1</td> </tr> </tbody> </table>	No.		Learning Outcome assessed	1	Reflective writing relevant to the scope and tasks of the internship placement evidencing an ability to:	3 5	2	Reflect on and learn from professional experience	2 3	3	Assume personal and professional responsibility for own learning and work outcomes	4	4	Successfully apply theoretical knowledge to practical situations	1	
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## All - Assessment Task 2: Internship proposal

<b>GOAL:</b>	Develop a proposal for your internship that is structured to allow for the successful achievement of both your goals and those of the host organisation within the available 96 hours of the placement. In this assessment task you are given the opportunity to receive formative feedback on your internship proposal	
<b>PRODUCT:</b>	Report	
<b>FORMAT:</b>	<p>This is a 2,000 to 2,500-word, individual assessment.</p> <p>In consultation with your academic supervisor/course coordinator and industry supervisor, you must develop and submit a written proposal in report format outlining the responsibilities, expectations and evaluation mechanisms associated with your internship. This internship proposal must contain:</p> <ul style="list-style-type: none"> <li>• an overview of the internship organisation including the location, size, industry sector and industry supervisor</li> <li>• a succinct overview/description of the internship project or work activities</li> <li>• rationale/organisational need for the project/activity;</li> <li>• explanation of how theories/concepts from university courses studied will be relevant during the internship</li> <li>• Objectives:             <ol style="list-style-type: none"> <li>1. (a) project/work activity objectives and (b) your own personal objectives (written in SMART format - specific, measurable, achievable, realistic and timebound; they should also be constructed with reference to the learning outcomes of the course specified in section 3 of the Course Outline)</li> <li>2. methods of achieving the SMART objectives listed above (see point 1) and</li> <li>3. methods for evaluating the achievement of each of the project/ internship activity objectives, which should include the mechanism/s by which the Industry Supervisor is providing incremental feedback during the 96 hours of the internship placement</li> </ol> </li> <li>• any anticipated human, technical, transport, research/recording and financial resources required</li> <li>• a clear timeline for the activities/duties to be undertaken in the internship</li> <li>• expected outcomes of the project/activity – that is, the finished products, tangibles and/or deliverables</li> </ul> <p>Your written Internship Proposal must be discussed, negotiated and refined between you, your academic and industry supervisors before submitting it for assessment by your academic supervisor for marking and correcting if/where necessary.</p>	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	Overview/description and rationale of planned project/ internship activities contextualised with reference to relevant literature and organisational need
	2	SMART objectives related to both project/work activity and personal needs
	3	Rigorous evaluation strategies of project (for self and supervisor)
	4	Compose effective, professional and persuasive written oral and digital communication solutions

## All - Assessment Task 3: Internship reflective report

<b>GOAL:</b>	In this task you will complete a reflective report of professional standard on the actual internship experience with discussion of connections or differences between theory and practice. You should also detail the outcomes of your internship placement and evaluate the outcomes achieved against those planned at the outset of the internship
<b>PRODUCT:</b>	Report
<b>FORMAT:</b>	This is an individual assessment presented as a digital slide deck maximum 12 slides and notes.

CRITERIA:	No.	Learning Outcome assessed
	1	4
	2	1 2
	3	2 3
	4	1 5

#### All - Assessment Task 4: Code of Conduct

<b>GOAL:</b>	This task enables you to become familiar with the code of conduct for your discipline and work within its guidelines during a work integrated learning (WIL) experience.	
<b>PRODUCT:</b>	Placement performance	
<b>FORMAT:</b>	During your WIL experience you are required to complete 96 hours of work experience (the equivalent of 12 x 8-hour days). To be eligible to pass, you are required to complete the internship satisfactorily according to the criteria below. See Blackboard for your discipline specific Code of Conduct.	
CRITERIA:	No.	Learning Outcome assessed
	1	3 4
	2	4
	3	4

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

### 8.2. Specific requirements

Transport to and from organisation where internship placement is located

There is no set text for this course. In completing the course you will be expected to utilise various types of appropriate literature from respective discipline majors and minors, professional and research-based journals and magazines, newspapers, perhaps relevant selection of materials taken directly from your text books and critically analysed/compared with the real situation. Other relevant resources may include interviews, personal communications, staff meetings, directives or instructions from phone conversations, website information on the organisation, formal meetings, informal gatherings and from observation research (eg: behaviours, activities, attitudes, beliefs of staff/personnel) and the work site culture.

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

### 10.2. Assessment: Additional Requirements

Limited Graded Course:

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

### 10.3. Assessment: Submission penalties

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

### 10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

### 10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

### 10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

### 10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.8. General Enquiries

### In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)