# USC

| Course Outline |
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## Code: ICT341
## Title: ICT Internship

**School:**              Business
**Teaching Session:**    Semester 2
**Year:**                2019
**Course Coordinator:**  Dr Erica Mealy
**Course Moderator:**    Associate Professor Don Kerr

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) ICT 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 ICT 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      Field trips, WIL placements or activities required by professional accreditation

| Activity | Details |
| --- | --- |
| WIL placement | 96 hours work integrated learning placement (WIL) at industry host. |

## 2.      What level is this course?

300 level Graduate - Independent application of graduate knowledge and skills. Meets AQF and professional requirements. May require pre-requisites and developing level knowledge/skills. Normally taken in the 3rd or 4th 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?

| Specific Learning Outcomes<br>On successful completion of this course, you should be able to: | Assessment tasks<br>You will be assessed on the learning outcomes in task/s: | Graduate Qualities or Professional Standards mapping<br>Completing these tasks successfully will contribute to: |
|---|---|---|
| Successfully apply theoretical knowledge to practical situations. | 1, 2 and 3 | Career-ready (Engaged) |
| Critically and systematically evaluate ICT professional issues relevant to an organisation and its work. | 1, 2 and 3 | Creative and Critical thinking<br>Career-ready (Engaged) |
| Reflect on and learn from professional experience demonstrating personal and professional responsibility for your own learning and work outcomes evidenced by self-evaluation of performance and development of improvement strategies. | 1, 2 and 3 | Creative and Critical thinking (Creative and critical thinkers. Engaged) |
| Work proactively within an organisation to design, coordinate and implement a project or successfully complete work activities. | 2 and 3 | Collaboration<br>Communication<br>Career -ready (Engaged. Empowered) |
| Demonstrate effective communication skills in project management, problem solving, and presentation. | 2 and 3 | Communication<br>Career-ready (Engaged. Empowered) |

## 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    Enrolment restrictions

Course Coordinator permission is required for enrolment in this course. Entry is also contingent upon:
- students having an appropriate level of achievement in other undergraduate courses
- 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
- students consulting with the Course Coordinator and Industry Supervisor at the placement organisation to establish mutually satisfactory workplace arrangements.

### 5.2    Pre-requisites

Completed 3 x third year ICT courses or equivalent advance level courses approved by CC and Course Coordinator consent required.

### 5.3    Co-requisites

Nil

### 5.4    Anti-requisites

Nil

### 5.5    Specific assumed prior knowledge and skills (where applicable)

You should be in your third year of the ICT degree and have enrolled in 3rd year of Program BU381 and completed 3 x third year ICT courses to have the necessary skills to undertake an ICT internship.

# 6. How am I going to be assessed?

## 6.1 Grading scale

Limited – 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

Students receive feedback on-going from their industry host, as well as through review of Task 2 report which must be negotiated with Host and Course Coordinator prior to week 5.

## 6.3 Assessment tasks

| Task No. | Assessment Product | Individual or Group | Weighting % | What is the duration / length? | When should I submit? | Where should I submit it? |
|---|---|---|---|---|---|---|
| 1 | Journal | Individual | Ungraded Pass/Fail | 100 to 150 words each weekly entry | Weeks 3 to 13 inclusive | Online Assignment Submission with Plagiarism check |
| 2 | Report | Individual | Ungraded Pass/Fail | 1,000 to 1,500 words | Week 5 | Online Assignment Submission with Plagiarism check |
| 3 | Oral | Individual | Ungraded Pass/Fail | 15 minutes presentation and Q&A | 2nd Week of exam period (presentation date TBA) | Online Assignment Submission |
| 4 | Code of Conduct - adherence | Individual | Ungraded Pass/Fail | N/A | N/A | To Supervisor |
| | | | 100% | | | |

### Assessment 1: Weekly reflective E-log Journal

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| **Goal:** | 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. |
| **Product:** | Journal |
| **Format:** | This is an individual assessment.<br>Each weekly reflective E-log journal entry should be 100 to 150 words (max). Each entry should indicate the major task/s on which you have worked during the current week's internship placement and any comments addressing the Criteria below. |
| **Criteria:** | Ability to:<br>• reflect on and learn from professional experience<br>• assume personal and professional responsibility for own learning and work outcomes<br>• critically and systematically evaluate contemporary ICT issues relevant to an organisation and its work<br>• successfully apply theoretical knowledge to practical situations |

**Assessment Task 2: Internship proposal**

| Goal: | Develop an internship proposal to allow for progress tracking and successful completion (including your & hosts goals). |
|---|---|
| Product: | Report |
| Format: | This is an individual assessment.<br>A 1,000 to 1,500 words report written in consultation with your Academic Supervisor/Course Coordinator and Industry Supervisor outlining the details of the placement including company/project background, processes, responsibilities, expectations and evaluation mechanisms associated with your internship. |
| Criteria: | • Thoroughness and correctness of placement description<br>• Measurability and attainability of goals |

**Assessment Task 3: Internship presentation**

| Goal: | Develop and present an overview of your completed internship to an audience of your peers, industry supervisor/s and USC academics. |
|---|---|
| Product: | Oral |
| Format: | This is an individual assessment.<br>Internship Presentation and short assessment report from the industry supervisor. |
| Criteria: | • Completeness and accuracy of Overview of Placement<br>• Depth and breadth of reflection around challenges, achievements, changes required to proposal, links to previous content from degree/research theory, and content that could be added to your degree.<br>Assessment of placement against identified goals (from Placement proposal – Task 2) |

**Assessment Task 4: Code of Conduct**

| Goal: | Become familiar and demonstrate compliance with the code of conduct for your discipline during a work integrated learning (WIL) experience. |
|---|---|
| Product: | Code of Conduct |
| Format: | WIL experience in accordance with the code of conduct.<br>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: | The academic placement supervisor will evaluate your standard and quality of your work and make an assessment against the following criteria:<br>• Behaviour that is in accordance with the discipline code of conduct<br>• Adherence to the discipline code of conduct<br>• Completion of the required 96 hours |

## 7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. 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.

| Location: | Directed study hours for location: |
|---|---|
| On campus | Workshop (3 hours) |

Additionally, it is expected that students will spend such time as required in the first three weeks to establish the foundation for the project/activity in consultation with the academic and industry supervisors (by appointment). Once the student is placed, s/he is expected to complete a total of 96 hours at/with the organisation, which is the

equivalent of one working day, or 8 hours per week for 12 weeks. These arrangements may vary (e.g. 2 days some weeks increasing to 3 days for some weeks) depending upon the student's study timetable, external supervisor's assessment of the student's knowledge level or practical experience and the time needed each week to complete tasks needed of the external supervisor's specific client(s). Progress checks also occur several times during the semester whilst the student is with the organisation. These 96 hours form part of the 150 expected for the course. The Workshop hours DO NOT contribute to the 96 hours expected.

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

Please note that 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
Nil

### 8.2     Specific requirements
Nil

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

Health and safety risks for this course have been assessed as low.
It is your responsibility as a student 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. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the online Health Safety and Wellbeing training module 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

In the first instance, you should contact your tutor, then the Course Coordinator.  Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

### 10.5      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

### 10.6      General Enquiries

**In person:**

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **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

**Appendix 1        Course content**

| Week # / Module # | What key concepts/content will I learn? | Directed Study Activities: teaching components |
|---|---|---|
| 1-4 | Internship proposal negotiation and discussion | Workshop<br>Additional consultation with Course Coordinator, Academic and Industry supervisors as required |
| 5-12 | Submission of proposal for marking by Academic Supervisor, return for enhancements if required, signed off by students, Academic and Industry Supervisors<br>**Weeks 5-10:**<br>Organisation feedback on objectives and learning | Workshop |
| 13 | Organisation feedback on objectives and learning. Progress report from Industry supervisor to intern. Submission of final component of reflective journal (Task 1) to Course Coordinator and Academic Supervisor. | |
| 2nd Week of Exams Period | Submission of Presentation Slides and Delivery of Final Presentation (Task 3). | Individual consultations if needed with your Academic Supervisor. |

Please note that the course activities may be subject to variation.

_**Mid Semester Break:**_
_30th September 2019-6st October 2019 (Between Week 10 and Week 11)_

_**Public Holidays**_
_Queen's Birthday- Monday 7th October (Week11)_