

Faculty of Business and Law

Student Information Kit

MMI301 Business Internship 1

MMI302 Business Internship 2

For students enrolled in, or undertaking a major sequence in, any of the following undergraduate courses or associated combined courses:

Bachelor of Commerce
Bachelor of Business Information Systems
Bachelor of Business (Sport Management)
Bachelor of Sport Development
Bachelor of Property and Real Estate
Bachelor of Management
Bachelor of Management/Advanced Diploma of Tourism
Bachelor of Laws

Cross Institutional Enrolment (Students from other universities)
Education Abroad and Student Exchange Programs

Deakin University CRICOS Provider Code: 00113B. Whilst the information in this kit was correct at the time of publication, Deakin University reserves the right to alter, amend or delete any information contained herein. (v21 – Feb 2012).

BUSINESS INTERNSHIP PROGRAM

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Student Information Kit

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Student Application Form

MS Word (editable) and PDF (print only) versions are available online at www.deakin.edu.au/buslaw/BIP/student

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To be signed by the Student **and** the Business Host then forwarded to the BIP Program Coordinator for approval.

1. OVERVIEW OF THE BUSINESS INTERNSHIP PROGRAM

The Faculty of Business and Law is committed to extending the boundaries of business and legal education. We aim to achieve this through close relationships with professional associations, other education providers and universities, business, employers and government - across Australia and internationally.

To further enhance its undergraduate program the Faculty offers the Business Internship Program comprising two innovative experiential learning units.

The learning experience in these units takes place primarily outside the classroom with students having the opportunity to observe and participate in a range of real world business experiences related to their studies. As a consequence, student employability is greatly enhanced.

These units were developed as a Faculty strategic initiative in response to the requirements of the University's *Teaching and Learning Management Plan*. The Plan's public document *The Competitive Edge* calls for the provision of opportunities for Deakin students to undertake "*appropriate and relevant experiential learning in all undergraduate courses*."

The Business Internship Program aims to enhance the skills and attributes identified as being critical to the success of our graduates.

The units that comprise the program have been developed after extensive and ongoing research into best practice in experiential learning programs in Australia and internationally.

Academic supervision is conducted using a range of asynchronous online technologies and individual mentoring as required.

The units are electives in most undergraduate degrees in the Faculty, with students having the option to take one or both of the units offered:

- **MMI301 Business Internship 1**
- **MMI302 Business Internship 2**

2. THE ATTRIBUTES OF A DEAKIN GRADUATE

All Deakin programs will encourage students to develop attitudes of intellectual curiosity and motivation for independent thinking, autonomous learning and reflective professional and personal practice, and a commitment to ethical and sustainable practices. Appropriate to its level of study and discipline composition, each program will be designed to ensure that students develop their knowledge and understanding as well as a range of generic skills. These are described below.

Knowledge and understanding

- understanding of, and the ability to work with, a systematic body of knowledge, appropriate to the focus and level of the qualification based on the highest standards of scholarship
- and research and where research is undertaken:
- ability to initiate and formulate viable and relevant research questions
 - contribution to new knowledge, or an original interpretation and application of existing knowledge
 - understanding of the social, economic and cultural impact and application of their research, and its academic relevance and value
- understanding of the professional, social, economic and cultural contexts of the discipline and related fields
 - awareness of ethical issues, social responsibility and cultural diversity
 - awareness of environmental sustainability issues and the contribution of the field of study to address such issues
 - understanding and appreciation of international perspectives in a global environment.

Skills

- critical analysis, problem solving, and creative thinking
- identifying, gathering, evaluating and using information
- communicating effectively and appropriately in a range of contexts
- developing, planning and managing independent work
- working effectively as part of a team
- effectively using information and communication technologies
- applying knowledge learned in the program to new situations.

Source: These attributes are listed in Schedule A of the [University Operational policy 'Higher Education Courses'](#).

The units in the Business Internship Program greatly assist students in the development of these attributes in a number of ways. Individual student experiences may vary greatly, based on the nature, quality and diversity of the internship experience.

3. KEY ELEMENTS OF THE PROGRAM

Key elements of the Business Internship Program are:

- Full academic assessment and credit towards the student’s course
- Qualitative Faculty review and approval process
- Flexible and adaptive assessment chronology
- eJournals – use of online tools to review student progress and develop reflective learning strategies
- No salary or other payment to the student required by the business host
- No insurance costs to the business host – Deakin University Public and Products Liability Insurance Policy covers students enrolled in business internships (see section 5 for details)
- Faculty-sourced and self-sourced options for students
- Negotiable and flexible assessment arrangements and timelines
- Evaluation by business hosts (not assessed)
- No regular classes – available on campus or off campus
- International options – internships may be completed anywhere in Australia or overseas
- Available all trimesters
- The BIP Program Coordinator is responsible for all aspects of the management and operation of the program and is available to assist and guide students and business hosts at all stages of the internship process.

Students draw upon studies in one or more of the following undergraduate discipline areas:

• Accounting	• Interactive Marketing
• Accounting Information Systems	• International Business
• Business Data Analysis	• International Trade and Economic Policy
• Business Information Systems	• Management
• Business Security Management	• Marketing
• Commercial Law	• Professional Practice
• eBusiness	• Property and Real Estate
• Economics	• Quantitative Business Analysis
• Finance	• Sport Management
• Financial Planning	• Supply Chain Management
• Health Informatics	• Technology Management
• Human Resource Management.	• Tourism

Students would normally commence a Business Internship in the final year of their degree.

*“For University students . . .
a well arranged internship is not only an important part
of professional education but, at its best, also
a means of personal development and growth.”*

*Professor Maarit Valo,
Higher Education, March 2000, Vol. 39 p.151*

4. BENEFITS OF THE PROGRAM (PROGRAM OBJECTIVES)

For Business Hosts (Internship Providers)

Internship students are a 'no cost' resource for the host organisation.

In return for hosting a student a business host will have access to the observations, research and contribution of a senior student of the Faculty. Business Hosts will gain exposure to current theory and teaching through their interface with the student.

Projects of benefit or interest to the host can be undertaken at no direct cost with all final project reports made available after assessment by the Faculty. Projects are negotiable and students who make a general contribution (where no written report is required by the host) have the option of completing a Case Study report.

For Students

The units will enable students to:

- gain work experience relevant to the student's major or intended future employment and career.
- build an understanding of the business workplace environment and consolidate the link between theory and practice
- further develop the following skills by applying them in a workplace:
 - Critical analytical skills
 - Research and information retrieval skills
 - Logical critique skills
 - Verbal and written communication and negotiation skills
 - Ability to work in a team environment.

For the Faculty

The Business Internship Program also provides an opportunity for the Faculty of Business and Law to foster and strengthen its contacts with business, government and community organisations. The program also provides an opportunity for the Faculty to showcase the skills and attributes of its senior undergraduate students.

5. INSURANCE

The University has in place a comprehensive Student Placement Insurance Policy for Deakin University students on domestic and international internships.

Deakin University students enrolled in a Business Internship unit are covered as follows:

Australian placement	Overseas placement
Public Liability Insurance	Public Liability Insurance
Professional Indemnity Insurance	Professional Indemnity Insurance
Student Personal Accident Insurance	Student Personal Accident Insurance
Public Liability Insurance for host employers	Medicare

The University Insurance Office provides advice on insurance matters, the management and settlement of insurance claims and insurance policy renewal. More information and contact details are available at <http://www.deakin.edu.au/current-students/services/insurance/student-placement.php>

NOTE: Current Certificates of Insurance, including Insurances for Deakin University students on internships, can be viewed at www.deakin.edu.au/divisions/risk/insurance.php

6. FINDING AN INTERNSHIP

It is important to note that most students are find and negotiate their own internships – part of the assessment in the unit is based on this task.

Students may face a number of challenges in finding a business internship opportunity. For some the process of negotiating an internship with a host is a daunting one. However, it is a valuable and empowering step in preparing students for the world of work confronting them after graduation.

The prerequisite unit *MMH299 Business Communication* will be of great value in preparing students for this task as well as during the internship itself. This unit develops the skills needed to apply for and negotiate an internship. It also enhances the interpersonal communication skills needed to succeed in an internship.

Students may find the worksheet *How to identify potential hosts* helpful in identifying internship opportunities (Appendix D). The key to this task is networking and the worksheet is designed to help students' focus on the network of contacts that they have developed, or need to develop in the future.

A limited number of opportunities are also advertised on the University's student employment website **JobShop** under the Internships banner (www.deakin.edu.au/jobshop). Advertising on this web site is a free service to business hosts. Further information on the full range of services the JobShop provides can also be found on this website.

At the Warrnambool campus a number of special Faculty sourced opportunities are available – students should speak to their Faculty Student Adviser at Warrnambool for more details.

Publications such as the annual *Graduate Opportunities* (available from StudentLife on campus or good bookshops everywhere) may also be helpful. There are also a number of websites listing internship opportunities in Australia and overseas. Many of these are fee-paying arrangements and others may be restricted to students of particular countries or Universities.

The one thing the following websites have in common is they can be a rich source of ideas and inspiration – they help demonstrate what is possible in an internship:

Professional Pathways Australia*	www.professionalpathwaysaustralia.com.au
International Internships*	www.internationalinternships.com.au
Koc University Istanbul	http://oip.ku.edu.tr/santaclara
Graduate Link	www.gradlink.edu.au
Council on International Exchanges	www.ciee.org
Go Abroad	www.GoAbroad.com
InterExchange	www.interexchange.org
Transitions Abroad	www.transitionsabroad.com
StudyAbroad	www.studyabroad.com
Petersons Internships Directory	www.petersons.com
Wetfeet	www.internships.wetfeet.com/
University of California	www.cie.uci.edu/iop/internsh
National database for jobs (USA)	www.internjobs.com
Internships in Scandinavia	www.amscan.org
Opportunities in Germany (and other places)	www.cdsintl.org
Association of International Educators	www.nafsa.org/secussa
Petersons Directory of Internships	www.petersons.com
Department of State (USA)	www.state.gov/www/careers/rinterncontents
Indonesia Internships	www.indonesianinternships.com.au
Working Adventures	www.bunac.org.uk
Texas A and M University	www.cibs.tamu.edu/internships
* Recommended Services	

The following are just a few examples of the broad range of organisations where past Business Internship Program students have negotiated internship opportunities, and the type of activities completed by the student.

(Note: this is not a list of business currently looking for interns)

<p>Hot Tuna Surfwear (Torquay) Venture capital analysis (Project)</p> <p>Ford Motor Company (Melbourne) Review of HRM practices (Project)</p> <p>Airschott Freight (Washington, USA) Review of client operations (Case Study)</p> <p>Korda Mentha (Melbourne) Assisting with accounting practices (Case Study)</p> <p>Melbourne Sports and Aquatic Centre (Melbourne) Development of staff manual (Project)</p> <p>Australian Industrial Relations Commission (Melbourne) Observations of the role of a Commissioner (Case Study)</p> <p>Clemenger Harvey Edge (Melbourne) Development of advertising campaign (Project)</p> <p>The Pulse 94.7 FM (Geelong) Marketing survey (Project)</p> <p>Kmart Australia (Melbourne) Review of accounting procedures (Project)</p> <p>Bank Jatim (Surabaya, Indonesia) Assisting with banking practices (Case Study)</p> <p>Alcoa World Alumina (Pt Henry) Assisting with procurement (Case Study)</p> <p>Crown Plaza Resort (Alice Springs) Observation of business procedures (Case Study)</p> <p>Barwon Water (Geelong) Assisting with EFTPOS implementation (Case Study)</p> <p>Salvation Army (Melbourne) Development of Orientation Manual (Project)</p>	<p>Shire of Melton (Melton) Review of customer relations (Project)</p> <p>KCSA Public Relations (New York, USA) Direct marketing research (Project)</p> <p>Maxitrans (Ballarat) Assisting with general business practices (Case Study)</p> <p>Alpha-Tech Distribution (Kuala Lumpur, Malaysia) Revision of management procedures (Case Study)</p> <p>Choong Chartered Accountants (Singapore) Assisting with accounting practices (Case Study)</p> <p>Cottage by the Sea (Queenscliff) Development of eCommerce solutions (Project)</p> <p>Air Paradise International (Bali, Indonesia) Development of public relations and marketing campaign (Project)</p> <p>Delmas Shipping Lines (Subang Jaya, Malaysia) Implementation of information systems review (Case Study)</p> <p>Mammoth Mountain Ski Resort (California, USA) Development of marketing campaign (Project)</p> <p>Coffey Hunt Chartered Accountants (Warrnambool) Assisting with accounting and business consulting (Case Study)</p> <p>Siemens Australia (Melbourne) Assisting with HRM practices (Case Study)</p> <p>Catholic Archdiocese (Melbourne) Assisting with finance practices (Case study)</p> <p>Melbourne and Olympic Parks Trust (Melbourne) Assisting with HRM practices (Case Study)</p>
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<p>Avis Australia (Sydney) Assisting with product marketing (Case Study)</p> <p>Adecco Personnel (Ringwood) Major project recruitment (Case Study)</p>	<p>Muslim Finance Cooperative Australia (Melbourne) Assisting with finance practices (Case study)</p> <p>Stone Chartered Accountants (Portland) Assisting with accounting practices (Case Study)</p>
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So you want a job when you graduate?

Think:

Internship, Networking, Leadership and Grades.

Careers Poster, Kansas State University, 2004

7. ADMISSION TO THE UNIT – HOW TO ENROL

Enrolment in the BIP units is subject to approval of the student's application by the BIP Coordinator.

An essential element of the application process is the negotiation of the internship with the host organisation by the student.

Where a student is introduced to the host by the Faculty it remains the student's responsibility to negotiate the details of the internship and complete all required documentation.

For student-initiated internships, it is the student's responsibility to establish contact with the host and arrange for the completion of the *BIP Student Application Form (Internship Agreement)* and *insurance Forms* (if the internship is unpaid) as well as other requirements of the unit.

For Faculty initiated internships (such as the special opportunities available for students on the Warrnambool campus) the Faculty will assist students with the introduction and negotiation process. Warrnambool students are welcome to source their own opportunities but are invited to consider one of the many Faculty sourced opportunities available. Please contact a Faculty Student Adviser at Warrnambool for more information on these special opportunities.

Unlike other undergraduate units students **cannot enrol directly** into MMI301 or MMI302 (via StudentConnect) until a completed BIP Student Application Form is submitted and approved by the BIP Coordinator. The units are locked until that time.

Students apply to enrol in the units on the **Business Internship Student Application Form** (available from the BIP Website www.deakin.edu.au/BIP).

The form contains all the information relevant to the Business Internship including:

- Student Details
- Proposed Internship Project or Case Study details
- Proposed Internship Host Details (including formal agreement signed by the host)
- Insurance Form (to be signed by student and host)
- Faculty Checklist.

Three outcomes are possible for each application:

- **Application approved.**
- **Resubmission requested** – modification to existing details or further information required. Students in this category will be strongly encouraged to resubmit and will be mentored by the BIP Coordinator in this process.
- **Application not approved** – application deemed not to have met program academic requirements. Reasons will be provided, including feedback on action required to enhance application prospects in the future.

Important notes for all students

All students are strongly encouraged to discuss their proposed Business Internship with the Program Coordinator or one of the BIP Advisers on their campus **prior** to contact with potential business hosts. This is to ensure that students are sufficiently advanced in their studies to commence a Business Internship and aware of the challenges and issues they may face in completing the internship.

Students cannot enrol directly into MMI301 or MMI302 via StudentConnect until an application is approved.

Once the application is approved the Program Coordinator will advise the student and business host by email and endorse StudentConnect that all special enrolment requirements have been met.

Students for whom this unit is part of a normal load may then proceed to add the unit via Student Connect.

Students for whom this unit is an overload in the trimester, or are subject to other special approval requirements, may need to have an *Enrolment Variation* form completed and submitted on their behalf by the BIP Coordinator.

Applicants should note the Faculty reserves the right not to approve applications from students that are currently subject to Faculty Academic Progress and Discipline Committee restrictions or deliberations.

Important note for International students

International students considering doing an internship may require a Work Permit depending on their visa status.

This may apply even when an internship is unpaid.

Students should contact the Deakin International office on their home campus for further advice on visa policies and procedures.

It's not just learning things that's important.

It's learning what to do with what you learn and learning why you learn things at all that matters.

Norten Juster, Author, 1999

8. PROGRAM CONTENT

The content of the unit is primarily the Internship itself.

Students draw heavily on the competencies that are developed in the compulsory core units in their studies as well as the specialist units in their major sequences.

Before seeking permission to enrol in a Business Internship unit students are expected to have progressed sufficiently in their major sequence to be able to apply aspects of theory to practical workplace experiences and observations. This would normally require students to have completed at least four of the six credit points required for a relevant major.

Students are also normally required to have completed the prerequisite unit **MMH299 Business Communication** or approved equivalent studies. Students without the prerequisite, but who can demonstrate appropriate experience or preparation, may be considered in exceptional circumstances.

In addition to negotiating and documenting the internship arrangements, a major component of the assessment will be the completion by the student of either:

- A **Project Report** negotiated between the student and the host organisation then approved by the Program Coordinator; or
- A **Case Study Report** summarising the student's experiences and observations during their internship. (This is the default option).

9. PRESCRIBED TEXTS AND REPRESENTATIVE REFERENCES

- Prescribed text - Nil
- Recommended text

Business Communication Today, Bovee CL and Thill JV, 10th Edition, Pearson Publishing

Note: This text should not be an additional requirement for most students as this is the prescribed text for the prerequisite unit - *MMH299 Business Communication*. Earlier editions may also be used.

- Other texts

Other relevant texts are specific to the nature of the internship the student is undertaking and would normally be drawn from those already prescribed in the student's major areas of study.

*I hear and I forget
I see and I remember
I do and I understand*

Kung Futse, 551-479 BC

10. TEACHING METHODS

This is an experiential learning unit and requires no scheduled class contact.

The unit is available on campus or off campus and can be taken at any location in Australia or overseas.

No lectures are scheduled for on campus students. However special workshops may be offered where students are working on projects with a common theme or common host.

Supervision:

- Initial interview by the Program Coordinator to determine suitability of the student, proposed internship provider and relevance of proposed internship. This may be done in person or by phone and is often a continuing process throughout the negotiation phase.
- Briefing by the Program Coordinator on assessment requirements and their relationship to the internship experience.
- Allocation of an individual Faculty mentor for each student. The BIP Coordinator or BIP Advisors on a student's home campus will fulfil this role unless otherwise advised.
- Liaison with the student and host organisation during the internship. This may include site visits where appropriate.

Duration:

- **Each Business Internship unit comprises 100 hours of contact and preparation time.** This is notionally based on an 8 hour per week allocation for the duration of a standard 12 week teaching trimester (ie. 4 hours negotiation plus $12 \times 8 = 100$).

A compressed time frame is negotiable at other times such as Trimester 3, intensive internships during the inter-trimester break or where no other units are being taken in the trimester. The minimum duration permitted to allow for adequate reflection and journal development during an intensive internship is 100 hours over 3 weeks.

Any unpaid contact hours exceeding 120 hours require the prior approval of the BIP Coordinator.

Support:

- Deakin Studies Online (DSO) is the University's Online Teaching and Learning environment and will be used extensively within this unit for:
 - Delivery of course materials (Unit Outline, eJournal Template, Assignment Questions, Combined Assignment Cover Sheets and Mark Sheets and Evaluation Forms)
 - Online assessment and feedback (A1)
 - Assignment submission backup (A2 and A3)
 - Administrative purposes (communication with enrolled students).
- The unit website www.deakin.edu.au/BIP is also available as an information resource and alternative means of delivering support materials for students operating in non-standard timeframes.
- Access to the Internet is required to meet the assessment requirements of the units.
- All communication will be via the student's Deakin University email account. This can be set up to automatically forward to any external email account, such as *yahoo* or *hotmail*, if preferred. (see www.deakin.edu.au/current-students/it-support/email for details on how to do this).

11. ASSESSMENT

Units in the program use 100% progressive assessment. There is no examination.

The methodologies that will be utilised are dependent on the type of internship and the agreed form of assessment (Project Report or Case Study Report). Students will be guided in their use of methodologies by a Faculty mentor and will have access to academic staff from relevant disciplines as required.

Assignment 1 – Negotiation and Documentation

20 marks (20%)

Students are required to submit a brief report addressing each of the issues (dot points) for the four questions below. Submission is normally via an on-line assessment task on DSO or by email in exceptional circumstances.

1. Negotiation of internship with host organisation (5 marks)

- Describe the negotiation process, including the challenges you faced.
- Identify the degree of difficulty involved in obtaining the Internship in this type of organisation.
- Identify the principles or issue involved in the internship negotiations with your host.
- Comment on the relevance of the internship to one or more of your major sequence.

2. Overview of host organisation (5 marks)

- Provide an overview of your organisation (what they do, where they are based, staffing profile, industry relevance are examples of the types of issues you might cover).
- Write a description of the organisational unit hosting you.

3. Summary of proposed internship activities (5 marks)

- Describe of the range of activities you expect to be involved in during your internship.
- Set out a clear conceptualisation of the outcome proposed for your internship and the form it will take (ie. Case Study Report or Project Report).
- Identify the number of hours you expect to complete.

4. Aspirations and objectives (5 marks)

Critically reflect on what you hope to achieve from the internship in terms of:

- experience in relation to your major
- business experience
- completing the assessment tasks
- personal growth and learning
- insights to be gained
- potential benefits for your host.

Develop indicators of success from both the student and the host perspective

Note: A simple, clear presentation style is recommended. A strict word limit applies so do not waste words on an index or executive summary. Do remember to accurately cite your sources including web and personal interviews (if appropriate).

Word Count:	Suggested length for Assignment 1 is 1500 words in total.
Submission:	Electronically via DSO – a hard copy is not required.
Assignment due date:	Prior to first day of practical work.
Other requirements:	Must include the special MMI301/302 Assignment Cover Sheet (available in unit Assignment folder on DSO). Remember to use the prescribed BIP naming protocol when submitting files via DSO. For example Assignment 1 would be Smith_J_A1.doc

Assignment 2 – eJournal**30 marks (30%)**

A critical element of the Business Internship Program is the development of reflective practice in students completing an Internship. We use a method known as *directed journaling*.

Students are advised to keep a private journal (diary) during their Internship. This will assist in compiling the eJournal, which is a response to a prescribed set of experientially focused questions designed to enhance the learning outcome. A draft eJournal may be submitted at any time and feedback will be provided to the student or host organisation as often as required.

The eJournal is designed to be a **'living document'** and students should aim to develop their eJournal progressively over the duration of their internship. Students will find a small notebook or diary useful for recording observations and experiences as they occur and will then draw on these experiences in developing their eJournal.

The issues students are required to address in the eJournal are all business related. However issues are relatively generic in relation to their major sequences. The aim of the questions is to encourage students to observe the environment in which they are engaged and to critically reflect on a range of business issues relating to their host organisation and in the context of their Internship.

An eJournal template with a series of generic business related questions and self-expanding text boxes is provided for use by students (download from Assignment folder in DSO or BIP website).

The final eJournal should be submitted in hard copy via the Faculty Campus Office. Suggested length for the eight questions is 2000 words in total. All questions must be answered.

- Word count:** Suggested length for Assignment 2 is 2000 words in total
- Submission method:** Hard copy to the Unit Chair (via the Assignment Boxes outside the Faculty Campus Offices or by mail) **AND** electronically via DSO as a backup.
- Assignment due date:** First day of exam period unless otherwise approved
- Other requirements:** Must include the special MMI301/302 Assignment 1 Cover Sheet (available in unit Assignment folder on DSO or on BIP website – see *Resources for Students*).
- Remember to use prescribed BIP naming protocol for documents when submitting files electronically (eg. Smith_J_A2.doc for the final version of Assignment 2).
- eJournals should be submitted using the special cover sheet in hard copy via the Assignment Box situated in the Faculty Campus Office on the students home campus or by mail to the address on the form. It is also recommended that students submit a back-up copy on DSO.

- See Appendix F and G for sample Coversheets/Marksheets

Assignment 3 - Final Report

50 Marks (50%)

Students have the option of completing either a:

- a) Project Report negotiated with the host organisation and approved by the BIP Coordinator, or
- b) Case Study Report based on the student's observations during the internship.

Word Count:

Suggested length for Assignment 3 is 3500 words in total. (For Projects this is a notional allocation only)

Submission Method:

Hard copy to the Unit Chair (via the Assignment Boxes outside the Faculty Campus Offices or by mail) **and** electronically via DSO as a backup.

Assignment due date:

First day of exam period unless otherwise approved.

Evaluation:

Formal evaluation by the student and the host organisation) is also required but is *not* used for assessment purposes. Students should download the Student Evaluation and Host Evaluation Forms (both available on DSO or the BIP website). The Student Evaluation Form should be included with Assignment 3 (but not attached) and the Host Evaluation form should be forwarded to the Business Host with a request that it be returned directly to the BIP Coordinator.

Other requirements:

Must include special MM1301/302 Assignment Cover Sheet (available in unit Assignment folder on DSO or on BIP website – see *Resources for Students*). Remember to use the prescribed naming protocol when submitting files via DSO (eg. Smith_J_A3.doc for this assignment).

Assignment 3: Option 1 - Project Report

In addition to a copy of the Project Report (as prepared for the Business Host) students are required to submit a brief personal summary of their internship experience.

The word count has a notional allocation of 2500 words for the Project Report and 1000 words for the Personal Summary. While the recommended overall word count is 3500 the actual Project Report length will be determined by the needs of the Business Host. Project Reports that exceed the word count to meet the requirements of the Business Host are acceptable.

Assessment requirements comprise:

Project Report		
1	A copy of the report as prepared for the Business Host While no presentation format is prescribed for Case Studies this is a pre-professional unit and students are expected to present their work in a style commensurate with the professional standards that apply in their relevant discipline area. Chapter 15 of the prescribed text sets out appropriate guidelines. Consequently original thought, content, structure, layout, appropriate citation and quality of presentation maybe taken into account during marking.	40 marks
Personal Summary		
2	Presentation of a brief profile of the host organisation This should be based on the Internship experience and be more insightful than the original profile presented in Assignment 1. It should highlight contrasting observations and perceptions of the host or industry sector changed by the internship experience.	2.5 marks
3	Project Outline Including its relevance and impact on the host organisation.	2.5 marks
4	Methodology Brief outline of the methodology used in the project including available resources.	2.5 marks
5	Evaluation of the success of the internship This is a self-assessment of the success of the internship by the student and includes relevance of the internship to the student's program of study. Both the student and host perspective should be considered including a definition of success.	2.5 marks
Total mark for assignment 3 This mark represents 50% of the assessment in the unit.		50 marks

Assignment 3: Option 2 – Case Study Report

For students whose internship does not require the preparation of a formal report for their business host a Case Study will be the default assessment. This may be the original intention or may occur when the final project is not suitable for submission for assessment.

Assessment requirements comprise:

1	<p>Presentation of a comprehensive profile of the host organisation This is to be based on your actual internship experience and should be more insightful than the original profile presented in Assignment 1. It should highlight contrasting observations and perceptions of the host or industry sector changed by the internship experience.</p>	10 marks
2	<p>Detailed description of activities undertaken and tasks completed This should be a discussion of the tasks undertaken, experienced or observed during the internship. You need to be insightful and discuss your contribution to your host</p>	10 marks
3	<p>Summary of a link or relevance between theory and practice observed during the internship. Discuss something you have studied in any of your previous units and compare this with the practice you observed during your internship.</p>	10 marks
4a	<p>Describe how the host organisation benchmarks its performance against industry best practice. Alternatively, if benchmarking is not used, describe the types of benchmarking that would be appropriate and the benefits benchmarking might bring if used by your host organisation.</p>	10 marks
or	<p><i>This question is used to help focus students taking the Case Study Report option and draw them to a more critical analysis of an issue related to their internship.</i></p>	
4b	<p>Review and then analyse your host organisation’s policies relating to environmental sustainability. Describe the main environmental issues these policies seek to address and how they contribute. Alternatively, if there are no policies or evidence of environmental sustainability describe the types of initiatives that your host organisation might adopt to make its activities (more) environmentally sustainable. <i>Sustainable development is of increasing importance to the global economy and the world in which we live. This question aims to develop your appreciation of sustainability as an increasingly important business issue.</i></p>	
5	<p>Evaluation of the success of the internship This is a self-assessment of the success of the internship and includes relevance of the internship to the students program of study. Both the student and host perspective should be considered including definitions of success.</p>	10 marks
<p>Total mark for assignment 3 This mark represents 50% of the assessment in the unit.</p>		50 marks

12. INTERNSHIP DATES

The Business Internship Program is very flexible as to when an internship can be completed and is not restricted by standard academic periods except for graduation requirements (see note below). The program seeks to meet the needs of business hosts and to allow internships to reflect professional business requirements in terms of when an internship takes place.

Students are enrolled in a standard academic period but can complete their internship across different academic periods where this is a requirement of the business host and with the approval of the BIP Coordinator.

It is for this reason there are no fixed dates for assignments.

Assignment 1 (Negotiation) is simply due before the first day of the internship. Assignment 2 and Assignment 3 are due 14 days after the last day of the internship.

It is critical however that students are enrolled in one of the BIP units before they commence their internship. The insurance protection provided by the University for students and hosts is not in place until a student has completed the BIP Application Form, had the application approved by the BIP Coordinator and then enrolled into a BIP unit.

Important note in relation to internships and graduation.

There is one major restriction in this flexibility and this relates to graduation. Students for whom the internship is the final unit in their degree must submit all BIP assignments by the first day of the exam period in the trimester in which they are enrolled. If this is done then we will ensure marks are finalised by the normal results release date for the trimester of enrolment. This will allow students who have applied to graduate to proceed with the graduation process.

Consequently students for whom processing at the next immediate graduation ceremony is not critical have more flexibility in completion dates for their internship.

13. PROGRAM CONTACT DETAILS

Students seeking advice on any aspect of the BIP should email bip@deakin.edu.au or contact one of the following BIP Advisers.

<p>Geelong & Off-Campus Students: (Including international internships for students at all campuses)</p>	<p>Craig McGowan Program Coordinator Business Internship Program International and Partnerships Group Faculty of Business and Law Deakin University</p>	<p>T +61 3 522 71258 E craig.mcgowan@deakin.edu.au M 0417 354062 Fax +61 3 5227 2151 Reception T +61 3 5227 1277 Room ib3.231 Business and Law Building Geelong Waurnd Ponds Campus</p>
<p>Burwood Students:</p>	<p>Cynthia Thomas BIP Adviser International and Partnerships Group Faculty of Business and Law Deakin University</p>	<p>T +61 3 924 45072 E cynthia.thomas@deakin.edu.au Room lb2.205 Business and Law Building Melbourne Burwood Campus (Elgar Rd)</p>
<p>Warrnambool Students:</p>	<p>Sally Conheady Student Adviser Student Admin Group Faculty of Business and Law Deakin University</p>	<p>T +61 3 556 33620 E sally.conheady@deakin.edu.au Room j441 Business and Law Building Warrnambool Campus</p>

14. MORE INFORMATION

General BIP Enquiries

bip@deakin.edu.au

BIP Web site

www.deakin.edu.au/bip

Deakin Jobshop

www.deakin.edu.au/jobshop

MMI301 - Business Internship 1

Offered at:	(B, G, W, X, XOS)
Credit point(s):	1
Offerings:	Trimester 1, trimester 2 or trimester 3
EFTSL value:	0.125
Work experience in industry:	This is a Work Experience in Industry (WEI) unit
Unit chair:	I Rosewall
Coordinator:	I Rosewall (B), C McGowan (G, X), S Salzman (W)
Prerequisite:	MMH299

Note: Students in a course where MMH299 is not a core unit should contact the BIP Coordinator to discuss their study options.

Corequisite:	Nil
Incompatible with:	Nil

Note:

Online teaching methods require internet access. Please refer to the most [current computer specifications](#). *Special enrolment requirements apply - students should download the BIP Information Kit from the Business Internship website (<http://www.deakin.edu.au/buslaw/BIP/index.php>) and then contact the Program Coordinator, Ian Rosewall – Burwood, Craig McGowan – Geelong, Scott Salzman - Warrnambool. Students should have made substantial progress in their major(s) and would normally study this unit in their final year.*

Content

This unit aims to provide students with the opportunity to undertake appropriate and relevant experiential learning within their undergraduate studies in the Faculty of Business and Law. Interns complete 100 hours (minimum) with an approved host organisation. The unit aims to further the interests of both the student and the host organisation and builds on the skills gained in core units, particularly MMH299, to prepare students for future graduate employment. Internships can be completed in all majors or discipline areas as well as general business opportunities.

Assessment

Written assignment 1 1500 words 20%, written assignment 2 2000 words 30%, written assignment 3 3500 words 50%

MMI302 - Business Internship 2

Offered at:	(B, G, W, X, OOS)
Credit point(s):	1
Offerings:	Trimester 1, trimester 2 or trimester 3
EFTSL value:	0.125
Work experience in industry:	This is a Work Experience in Industry (WEI) unit
Unit chair:	I Rosewall
Coordinator:	I Rosewall (B), C McGowan (G, X), S Salzman (W)
Prerequisite:	MMH299
Corequisite:	MMI301
Incompatible with:	Nil

Note:

Online teaching methods require internet access. Please refer to the most [current computer specifications](#). *Special enrolment requirements apply - students should download the BIP Information Kit from the Business Internship website (www.deakin.edu.au/bip) and then contact the Program Coordinator, Ian Rosewall – Burwood, Craig McGowan – Geelong, Scott Salzman - Warrnambool. Students should have made substantial progress in their major(s) and would normally study this unit in their final year. Students should have made substantial progress in their major(s) and would normally study this unit in their final year.*

Content

This unit aims to provide students with the opportunity to undertake appropriate and relevant experiential learning within their undergraduate studies in the Faculty of Business and Law. Interns complete 100 hours (minimum) with an approved host organisation. The unit also aims to further the interests of both the student and the host organisation and builds on the skills gained in the core units, particularly MMH299, to prepare students for future graduate employment. Internships can be completed in all majors or discipline areas as well as general business opportunities. This unit enables a second internship experience to be completed. This can be with either the same host as the first internship but in a different discipline or with a different host in the same discipline area.

Assessment

Written assignment 1 1500 words 20%, written assignment 2 2000 words 30%, written assignment 3 3500 words 50%

Deakin University

OCCUPATIONAL HEALTH AND SAFETY - WORK EXPERIENCE AND WORK PLACEMENT POLICY AND PROCEDURES

POLICY

1. The Occupational Health and Safety Act 1985 requires work practices, in particular hazardous work practices, to be made as safe as is practicable. Appropriate supervision, information, instruction and training must be provided to employees and students engaging in potentially hazardous work.
2. All levels of management and supervision are required under both legislation and University Policy to take into account individual capabilities and restrictions, so far as practicable, in working arrangements. In particular, persons on work experience at Deakin are the responsibility of the University.
3. Although another organisation directly controls the work done on work placements, Deakin University co-ordinates work placement and has due diligence responsibilities.

PROCEDURE**Definitions**

4. The following terms are used in this and associated documents:
 - 4.1 **Work placement** - is where students or staff from Deakin University are placed with another organisation to gain work or practical experience. This definition includes practical and clinical placements, as well as teaching rounds. For insurance purposes the placement must be a course requirement.
 - 4.2 **Host organisation**: the organisation with which the student / staff member is placed.
 - 4.3 **Field Work / Field Trip** - is defined as any practical work carried out by staff or students of the University for the purpose of teaching and/or research in places which are not under University control but where the University is responsible for the safety of its staff and/or students and others exposed to their activities. Field work, voluntary and leisure activities are excluded from this Work Instruction.
 - 4.4 **Work Placement Coordinator** - the University employee responsible for organising or initiating the work placement.
 - 4.5 **Work experience** - is where students or staff from another organisation are placed with Deakin University to gain work or practical experience
 - 4.6 **Work Experience Coordinator** - the University employee responsible for managing the work experience. In most cases this will be the direct manager/supervisor of the work experience student/person.

Insurance

5. There are three forms of insurance covering work placement students:
 - The University's **Public and Products Liability Insurance** policy covers legal liability to pay compensation in respect of bodily injury and property damage claimed by third parties. A third party is a claimant other than Deakin University or the student concerned. The policy also provides cover for students in practical placement, work placement and field trips. A copy of the certificate of currency can be obtained from the School Administration Officers or Finance and Business Services Division.

- The University's **Public Liability Insurance (Host Employers)** policy covers legal liability to indemnify a host employer against a work /practical placement student making a WorkCover claim whilst in their "employment". The legal situation with such a claim is untested. The indemnity is in the form of an agreement to pay any increased WorkCover premium costs as a result of the WorkCover claim. If the host employer requests an indemnity agreement between the University and the employer then such an agreement is available through the Office of the University Solicitor.
- The **Deakin University Council of Students (DUCOS) Student Plan** provides a comprehensive personal accident insurance program for students on work / practical placement. The Policy provides a variety of benefits (permanent disability, weekly benefits for income earners, home tutorial, injury assistance, overseas medical expenses, non-Medicare expenses etc). For more detailed policy information please contact the DUSA Office.
- Medicare** provides medical, optometric and hospital care for eligible Australians.
- Loss of or damage to students' personal belongings is not covered under the University insurance program.
For University purposes, students are deemed to be enrolled students **until 31 March of the year following their last current enrolment**. Even if the work starts before this date, any injury after this date will not be covered.

6. There are two forms of insurance covering work experience students:

- TAFE and secondary students are treated as employees under the **WorkCover** legislation.
- For University or other tertiary students, the Work Experience Coordinator must ensure that the Work Experience person is covered adequately by the placing organisation. This may be similar to Deakin University's Public Liability Insurance (Host Employers) policy which covers the legal liability to indemnify a host employer against a work experience/practical placement student making a WorkCover claim whilst in their "employment". The Work Experience Coordinator must request an indemnity agreement from the placing organisation.

7. Where staff are travelling or staying within Australia on approved University business, they are covered by WorkCover. Where staff are travelling or staying overseas on approved University business, they are covered fully for medical and hospital costs by the University's travel insurance. Staff must ensure that before they travel, the travel is authorised by their respective School/Division. Staff should receive a travel diary and a travel insurance document from the Travel Officer, Finance and Business Services Division, Geelong Campus. Staff should be particularly careful of arrangements where the trip involves both work and personal/recreational activities. Staff on authorised University business are also covered for LIMITED associated leisure travel.
8. If a contractors or contract employees are not adequately covered by WorkCover through their own employer, Deakin University may be held liable for WorkCover.

Responsibilities

9. In general the responsibility of the Dean and Head of School is to set up and manage a system that ensures students or staff are not put at unreasonable risk. This is sometimes described as due diligence. The details may be left to responsible members of staff, but Deans / Head of Schools need to periodically review the system and assure themselves and the University that the system is working. In particular Deans and Heads of School must:
- Ensure that this Procedure is implemented as required within their area of responsibility.
 - Ensure relevant staff are aware of current insurance arrangements and practices.
 - Establish and maintain local procedures covering Work Placement and Work Experience.
 - Periodically review the operation of Work Placement and Work Experience in their area.

10. The Work Placement Coordinator's shall:

- Ensure that local procedures covering work placement are fully carried out.
- Critically assess the risks involved in the work placement and ensure the student has the training and experience to manage those risks. This should be a joint activity with the host organisation. The higher the risks the more intensive the assessment.
- Liaise and cooperate with host organisations and ensure, so far as is reasonably practicable, that safety precautions are adequate and that suitable instruction, training and supervision will be given by the organisation.
- Periodically review work experience placements.
- Maintain and collate accident / incident reports where they occur on placement.

11. The Work Experience Coordinator's shall

- Ensure that local Work Instructions covering work experience are fully carried out.
- Critically assess the risks involved in the work experience and ensure the placement has the training and experience to manage those risks. This should be a joint activity with the placing organisation. The higher the risks the more intensive the assessment.
- Periodically review work experience placements.

12. The Manager / Supervisor who is responsible for the work experience person should note the following:

- As the work experience is controlled by Deakin University, managers and staff have the same legal responsibility for persons on work experience as they have for fellow workers.
- In addition the responsible manager must ensure, so far as is reasonably practicable, that safety precautions are adequate and that suitable instruction, training and supervision will be given to the person concerned.
- If an accident or incident occurs involving the person on work experience then it must be reported in the normal manner using the Accident and Hazard Report Form.

Work Placements

13. Where work experience placements are a regular part of the Faculty/School's activities, the Faculty/School must develop and maintain appropriate procedures, instructions and/or guidelines for placements.

14. The following matters must be considered in the development of procedures covering work placements:

- Insurance and other arrangements in the event of an accident. This should consider the student, the workplace and any third parties.
- Induction into the workplace by the organisation concerned. This will vary according to the workplace, the higher the risk the more thorough the induction needs to be.
- Preparation of the student for the workplace: are there any skills or experience that another organisation might reasonably expect of the student: if so, does the student meet these requirements?
- It may be prudent to have a written job description or work outline before the placement. The thoroughness of the document and the assessment will depend upon the circumstances: e.g. placing a student in a prison facility requires much more consideration and information than in an office clerical position.
- Special precautions, permits and training required with certain types of activity: for example nursing, client management and so on.
- Medical requirements or precautions.

 OHS

Appendix C

- Informed consent arrangements including behaviours and personal preparations required.

- Guidelines to cover student initiated or volunteer work placements where the placement is not part of the course requirements.

15. If a work placement student / staff member sustains injury or is involved in an injury/damage to a third party, then a copy of the incident report should be obtained from the host organisation. This report should be kept by the Work Placement Coordinator, and a copy forwarded to the Insurance Risk Manager. If a report cannot be obtained from the host organisation then the Insurance Risk Manager must be notified.

Work Experience

16. Where work experience placements are a regular part of the Budget Centre's activities, the Budget Centre must develop and maintain appropriate procedures, instructions and/or guidelines for placements.

17. The following matters must be considered in the development of procedures covering work experience:

- Insurance and other arrangements in the event of an accident. This should consider staff, the student, the workplace and any third parties.
- Induction into the workplace. This will vary according to the workplace, the higher the risk the more thorough the induction needs to be.
- Preparation of the student for the workplace. What skills or experience do you reasonably expect of the student: if so, does the student meet these requirements?
- It may be prudent to have a written job description or work outline before the placement. The thoroughness of the document will depend upon the circumstances.
- Special precautions, permits and training required with certain types of activity: for example nursing, client management and so on.
- Medical requirements or precautions.
- Informed consent arrangements including behaviours and personal preparations required.

Auditing

18. Health and safety audits and inspections are a normal part regulatory enforcement and internal good practice. In Victoria, the normal reference scheme is SafetyMAP. (reference. SafetyMAP criteria 6.1.1, 6.1.3, 6.2.2). In an audit or inspection the following may be referenced:

- Faculty / School Work Placement Guidelines or Instructions
- Local work experience procedures, guidelines or instructions
- Incident Reports

Assignment 1 – Negotiation & Self Managed Learning Plan

Combined Assignment Questions, Cover Sheet and Mark Sheet.

Student Name: Delete these words and insert your name.
 Student Number: Delete these words and insert your student number.
 Host Organisation Name: Delete these words and insert your host name.
 Host Organisation Location: Delete these words and insert city/town of host.
 (City and Country)

Unit Code: **MMI301** Unit Name: **Business Internship 1** Trimester: **T1** Year: **2011**

Unit Coordinator (T3): **Mr Ian Rosewall**

Word target: **A1 - 1500 words*** Actual A1 word count: **Insert number.**
 (*excluding pre-existing words in this coversheet / marksheet)

ASSIGNMENT RETURN

You are required to submit this assignment as an e-copy on DSO only – a hard copy is not required. We aim to mark and return this paper with 14 days of submission.

PLAGIARISM AND COLLUSION

Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgement as to its authorship, the work of any other person. Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work. Work submitted may be reproduced and/or communicated for the purpose of detecting plagiarism and collusion.

DECLARATION

I certify that the attached work is entirely my own (or where submitted to meet the requirements of an approved group assignment is the work of the group), except where material quoted or paraphrased is acknowledged in the text. I also certify that it has not been submitted for assessment in any other unit or course.

SIGNED: _____ DATE: / /
 (signature not required when submitted electronically on DSO or email)

Important Notes:

This assignment is normally completed on DSO as an **on-line assessment task** but may also be submitted by email in special circumstances (eg. if outside normal DSO operating window).

If submitting by email please use this form and substitute the words in **red** with your response. Remember to change the new words to black before submitting.

If emailing (with prior permission) please send to the Unit Academic Coordinator, **Mr Ian Rosewall** (ian.rosewall@deakin.edu.au)

For A1 a hard copy is **not** required. For A2/ A3 a hard copy is required with a back-up copy on DSO recommended.

v2 14 Feb 2011

Faculty use only	
A1 Mark	/20

Assignment 1 Questions and Marking Schedule

Students are required to submit a brief report addressing each of the issues (dot points) for the four questions below. **Submission is normally via an on-line assessment task on DSO.** Please use this template as a starting point – you can then simply copy and paste your response into the text boxes on DSO or use this *Word* document if submitting via email.

Within the text box you are free to format in any way you think appropriate. However it is recommended that you use dot points and avoid verbose responses. Keep your responses brief, succinct and clear.

Note: A strict overall word limit of 1500 words applies – this is approximately 325 words for each question.

Question 1	Negotiation of internship with host organisation	(5 marks)
<ul style="list-style-type: none"> Describe the negotiation process, including the challenges you faced Identify the degree of difficulty involved in obtaining the Internship in this type of organisation Identify the principles or issue involved in the internship negotiations with your host Comment on the relevance of the internship to one or more of your major sequences 		
<p>>>> (Students - please delete these words and insert your answer here. This text box will automatically expand to fit. Please use Arial or similar font – remember to change these words to <u>black</u> before submitting) <<<</p>		
Marker comments:		/ 5

Question 2	Overview of host organization	(5 marks)
<ul style="list-style-type: none"> Provide an overview of your organisation (what they do, where they are based, staffing profile, industry relevance are examples of the types of issues you might cover) Write a description of the organisational unit hosting you <p><i>(Remember: use your own words and accurately cite all references used including host's webpage or personal interviews.)</i></p>		
<p>>>> (Students - please delete these words and insert your answer here. This text box will automatically expand to fit. Please use Arial or similar font – remember to change these words to <u>black</u> before submitting) <<<</p>		
Marker comments:		/ 5

Question 3	Summary of proposed internship activities	(5 marks)
<ul style="list-style-type: none"> Describe of the range of activities you expect to be involved in during your internship Set out a clear conceptualisation of the outcome proposed for your internship and the form it will take (ie. Case Study Report or Project Report) Identify the number of hours you expect to complete <p><i>(If your duties have not yet been defined then indicate here the type of duties you are likely to be involved in)</i></p>		
<p>>>> (Students - please delete these words and insert your answer here. This text box will automatically expand to fit. Please use Arial or similar font – remember to change these words to <u>black</u> before submitting) <<<</p>		
Marker comments:		/ 5

Question 4	Aspirations and objectives	(5 marks)
<p>Critically reflect on what you hope to achieve from the internship in terms of:</p> <ul style="list-style-type: none"> • experience in relation to your major • business experience • completing the assessments • personal growth and learning • insights to be gained • potential benefits for your host <p><i>(This response should briefly address each dot point listed above. A separate short paragraph following each dot point would be appropriate)</i></p>		
<p>>>> (Students - please delete these words and insert your answer here. This text box will automatically expand to fit. Please use Arial or similar font – remember to change these words to <u>black</u> before submitting) <<<</p>		
Marker comments:		/ 5
<p>Total (out of 20 marks) This mark represents 20% of the assessment in the unit.</p>		/20

Combined Assignment 2 (eJournal) and Assignment 3A (Project Report)

This document integrates Cover Sheet, Assignment Questions and Mark Sheet.

Student Name: Delete these words and insert your name
 Student Number: Delete these words and insert your student number
 Host Organisation Name: Delete these words and insert your host name
 Host Organisation Location: Delete these words and insert city/town of host

Mailing address* for the return of this assignment: Delete these words and insert your address here

Unit Code: MMI301	Unit Name Business Internship 1	Trimester / Year: T1 / 2011	Unit Coordinator: Ian Rosewall
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A2 word target: 2000	A3 word target: 3500 (Notional)
A2 Word Count: Insert number (Excluding page notes and hours tracking page)	A3 Word Count: Insert number (Excluding existing page notes)

ASSIGNMENT GUIDELINES

Assignment guidelines are available on DSO and website. **Remember:** The primary purpose of the assessment is not to review what the student actually did during their internship but rather to assess their ability to critically reflect on the total body of their internship experience.

ASSIGNMENT RETURN

You are required to submit this assignment in hard copy – it is also recommended you post an e-copy on DSO as a backup. We aim to mark and return this paper with 15 working days of receipt. Marked assignments will be returned to the mailing address you indicate above.

PLAGIARISM AND COLLUSION

Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgement as to its authorship, the work of any other person. Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work. Work submitted may be reproduced and/or communicated for the purpose of detecting plagiarism and collusion.

STUDENT DECLARATION

I certify that the attached work is entirely my own (or where submitted to meet the requirements of an approved group assignment is the work of the group), except where material quoted or paraphrased is acknowledged in the text. I also certify that it has not been submitted for assessment in any other unit or course.

Student Signature: _____ Date: / /

HOST DECLARATION*

I certify that the attached Project Report has been prepared for my organisation and is substantially the work of the student named above

Host Name: _____ Host Position: _____

Host Signature: _____ Date: / /

*Note: If your host is unable or unwilling to sign the Host Declaration then you will need to complete the alternative A3 option of Case Study or seek an exemption from the Unit Chair.

Important Notes: This assignment must be submitted in hard copy – submitting a soft copy on DSO as a back-up is also recommended but optional. Please submit this assignment by either: <ul style="list-style-type: none"> placing in the Faculty Assignment Drop Box on your home campus or mailing to the Unit Academic Coordinator for T1/2011 – Mr Ian Rosewall, School of Information Systems, Deakin University, 271 Burwood Hwy, Burwood, Vic. 3125 	Faculty use only	
	A2 Hours (100 Minimum)	
	A2 Mark	/ 30
	A3 Mark	/ 50
Marker's Name:	Marker's Initials:	Date: / /

Assignment 2 - eJournal Questions

Answer the eight questions below in the spaces provided after each question.

Please delete the words 'Students – please delete these words and insert your answer here' and then add your own comments in the text boxes provided below. These are self-expanding and will automatically adjust. Please change the text colour from red to black.

Business Internship - Hours Tracking Schedule

1 Record the hours completed and write a brief comment on activity type (Only a very brief description of the tasks you were doing on this day is required)					
Session Number	Date/s (dd/mm/yy)	Contact Hours	Preparation and Research Hours	Total hours for session*	Activity Type
Negotiations		1	3	4	Discussions with host on my role and contribution as an intern
Session 1		0	0	0	Students – please delete these words and insert your comments here.
Session 2		0	0	0	Students – please delete these words and insert your comments here.
Session 3		0	0	0	Students – please delete these words and insert your comments here.
Session 4		0	0	0	Students – please delete these words and insert your comments here.
Session 5		0	0	0	Students – please delete these words and insert your comments here.
Session 6		0	0	0	Students – please delete these words and insert your comments here.
Session 7		0	0	0	Students – please delete these words and insert your comments here.
Session 8		0	0	0	Students – please delete these words and insert your comments here.
Session 9		0	0	0	Students – please delete these words and insert your comments here.
Session 10		0	0	0	Students – please delete these words and insert your comments here.
Session 11		0	0	0	Students – please delete these words and insert your comments here.
Session 12		0	0	0	Students – please delete these words and insert your comments here.
Extra Sessions (in excess of the target hours)		0	0	0	Students – please delete these words and insert your comments here.
Total hours during Internship (Target = 100 hours)				<< Insert your total hours here >>	
Marker's Comments:					Mark /5

2	<p>Describe the orientation process provided by your host and identify the <u>key staff</u> of your host organisation (name and position). Briefly comment on their role in relation to your Internship.</p> <p>(Orientation includes anything from a formal induction program to a simple 'meet and greet'. Try to identify someone different in each contact session – up to five key people and their role in the host organisation should be identified here by the end of your Internship).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /3	
3	<p>Reflect on any personal challenges experienced during your Internship.</p> <p>(Discuss how you handled the challenges and how, in hindsight, they could have been dealt with better or differently. Try to identify challenges using examples that relate to the professional environment in which you are completing your Internship).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /3	
4	<p>Identify the problem solving skills used by you during your Internship and provide examples.</p> <p>(Academic or practical skills are appropriate – such as time management, negotiation issues, communication protocols, dealing with difficult or confrontational people or even 'research' skills).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /3	
5	<p>Consider your Internship experience and identify aspects that could not have been experienced in the classroom. Review the impact of this experience on your learning outcome at the completion of your Internship.</p> <p>(Time management, interpersonal communication, conflict resolution or resource negotiations are just some of the issues that could be identified and discussed).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /3	
6	<p>Identify one of your major sequences and then critically reflect on aspects of your host organisation in relation to that major based on your Internship experience.</p> <p>(For example, Marketing majors may discuss an aspect of the organisation's marketing strategy, Finance majors might comment on an issue relating to the hosts finance policy or an eBusiness major might discuss about the how the host uses the internet in their business. Make sure you identify which of your major sequences you are referring to).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /3	
7	<p>Provide examples of organisational culture relevant to your host organisation and how these are applied on a day-to-day basis.</p> <p>(Examples could include training and development opportunities, reporting hierarchies, work unit structures, communication mediums, remuneration systems or intercultural issues).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /5	
8	<p>Comment on how your host organisation identifies effectiveness or distinguishes between a short term verses a long term focus in setting its goals. Make recommendations on strategies that would assist your host in identifying effectiveness in their particular business?</p> <p>(This could include strategies such as quality control issues, customer surveys, applied product research or strategic planning documents).</p>
Students – please delete these words and insert your answer here.	
Marker's Comments:	
Mark /5	
Total mark for assignment 2	
This mark represents 30% of the assessment in the unit.	
/30	

Assignment 3A - Project Report and Personal Summary (Option 1)

Include your Project Report as a separate document
(make sure your name, student number and unit code are the front page)

Project Report		
1	<p>A copy of the report as prepared for the Business Host.</p> <p>While no presentation format is prescribed for Case Study Reports this is a pre-professional unit and you are expected to present your work in a style commensurate with the professional standards that apply in the relevant discipline area.</p> <p>Chapter 15 of the prescribed text sets out appropriate guidelines. Original thought, content, structure, layout, appropriate citation and quality of presentation maybe taken into account during marking.</p>	/40

Attach a separate A4 page addressing the following four tasks.

Personal Summary (word target – 500 words)		
2	<p>Presentation of a brief profile of the host organisation.</p> <p>This should be based on your Internship experience and be more insightful than the original profile submitted in Assignment 1. It should highlight contrasting observations and perceptions of the host organisation or industry sector changed by the Internship experience.</p>	/2.5
3	<p>Project Outline</p> <p>Purpose of the Project Report including its relevance and impact on your host organisation.</p>	/2.5
4	<p>Methodology.</p> <p>Brief outline of the methodology used in your project including available resources.</p>	/2.5
5	<p>Evaluation of the success of the Internship.</p> <p>This is a self assessment of the success of your Internship and includes the relevance of the Internship to your program of study. Both the student and host perspective should be considered, including your definition of success.</p>	/2.5

Total mark for assignment 3 This mark represents 50% of the assessment in the unit.	/50
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Marker's comments:

(use back of page if more space required)

Combined Assignment 2 (eJournal) and Assignment 3B (Case Study Report)

This document integrates Cover Sheet, Assignment Questions and Mark Sheet

Student Name: Delete these words and insert your name
 Student Number: Delete these words and insert your student number
 Host Organisation Name: Delete these words and insert your host name
 Host Organisation Location: Delete these words and insert city/town of host

Mailing address* for the return of this assignment:
 Delete these words and insert your address here

Unit Code: MMI301	Unit Name Business Internship 1	Trimester / Year: T1 / 2011	Unit Coordinator: Ian Rosewall
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A2 word target: 2000	A3 word target: 3500
A2 Word Count: Insert number	A3 Word Count: Insert number
(Excluding page notes and hours tracking page)	(Excluding existing page notes)

ASSIGNMENT GUIDELINES

Assignment guidelines are available on DSO and website. **Remember:** The primary purpose of the assessment is not to review what the student actually did during their internship but rather to assess their ability to critically reflect on the total body of their internship experience.

ASSIGNMENT RETURN

You are required to submit this assignment in hard copy – it is also recommended you post an e-copy on DSO as a backup. We aim to mark and return this paper with 15 working days of receipt. Marked assignments will be returned to the mailing address you indicate above.

PLAGIARISM AND COLLUSION

Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgement as to its authorship, the work of any other person. Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work. Work submitted may be reproduced and/or communicated for the purpose of detecting plagiarism and collusion.

DECLARATION

I certify that the attached work is entirely my own (or where submitted to meet the requirements of an approved group assignment is the work of the group), except where material quoted or paraphrased is acknowledged in the text. I also certify that it has not been submitted for assessment in any other unit or course.

SIGNED: _____ DATE: / /
 (Signature not required when submitted electronically on DSO or email)

Important Notes: This assignment must be submitted in hard copy – submitting a soft copy on DSO as a back-up is also recommended but optional. Please submit this assignment by either: <ul style="list-style-type: none"> placing in the Faculty Assignment Drop Box on your home campus or mailing to the Unit Academic Coordinator for T1/2011 – Mr Ian Rosewall School of Information Systems, Deakin University, 271 Burwood Hwy, Burwood, Vic. 3125 	Faculty use only	
	A2 Hours (100 Minimum)	
	A2 Mark	/ 30
	A3 Mark	/ 50

Marker's Name:	Marker's Initials:	Date: / /
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Assignment 2 - eJournal Questions

Answer the eight questions below in the spaces provided after each question.

Please delete the words 'Students – please delete these words and insert your answer here' and then add your own comments in the text boxes provided below. These are self-expanding and will automatically adjust. Please change the text colour from red to black.

Business Internship - Hours Tracking Schedule

1 Record the hours completed and write a brief comment on activity type (Only a very brief description of the type/s of thing you were doing on this day is required)					
Session Number	Date/s (dd/mm/yy)	Contact Hours	Preparation and Research Hours	Total hours for session*	Activity Type
Negotiations		1	3	4	Discussions with host on my role and contribution as an intern
Session 1		0	0	0	Students – please delete these words and insert your comments here.
Session 2		0	0	0	Students – please delete these words and insert your comments here.
Session 3		0	0	0	Students – please delete these words and insert your comments here.
Session 4		0	0	0	Students – please delete these words and insert your comments here.
Session 5		0	0	0	Students – please delete these words and insert your comments here.
Session 6		0	0	0	Students – please delete these words and insert your comments here.
Session 7		0	0	0	Students – please delete these words and insert your comments here.
Session 8		0	0	0	Students – please delete these words and insert your comments here.
Session 9		0	0	0	Students – please delete these words and insert your comments here.
Session 10		0	0	0	Students – please delete these words and insert your comments here.
Session 11		0	0	0	Students – please delete these words and insert your comments here.
Session 12		0	0	0	Students – please delete these words and insert your comments here.
Extra Sessions (in excess of the target hours)		0	0	0	Students – please delete these words and insert your comments here.
Total hours during Internship (Target = 100 hours)				<< Insert your total hours here >>	
Marker's Comments:					Mark /5

2	<p>Describe the orientation process provided by your host and identify the <u>key staff</u> of your host organisation (name and position). Briefly comment on their role in relation to your Internship.</p> <p>(Orientation includes anything from a formal induction program to a simple ‘meet and greet’. Try to identify someone different in each contact session – up to five key people and their role in the host organisation should be identified here by the end of your Internship).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /3	
3	<p>Reflect on any personal challenges experienced during your Internship.</p> <p>(Discuss how you handled the challenges and how, in hindsight, they could have been dealt with better or differently. Try to identify challenges using examples that relate to the professional environment in which you are completing your Internship).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /3	
4	<p>Identify the problem solving skills used by you during your Internship and provide examples.</p> <p>(Academic or practical skills are appropriate – such as time management, negotiation issues, communication protocols, dealing with difficult or confrontational people or even ‘research’ skills).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /3	
5	<p>Consider your Internship experience and identify aspects that could not have been experienced in the classroom. Review the impact of this experience on your learning outcome at the completion of your Internship.</p> <p>(Time management, interpersonal communication, conflict resolution or resource negotiations are just some of the issues that could be identified and discussed).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /3	
6	<p>Identify one of your major sequences and then critically reflect on aspects of your host organisation in relation to that major based on your Internship experience.</p> <p>(For example, Marketing majors may discuss an aspect of the organisation’s marketing strategy, Finance majors might comment on an issue relating to the hosts finance policy or an eBusiness major might discuss about the how the host uses the internet in their business. Make sure you identify which of your major sequences you are referring to).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /3	
7	<p>Provide examples of organisational culture relevant to your host organisation and how these are applied on a day-to-day basis.</p> <p>(Examples could include training and development opportunities, reporting hierarchies, work unit structures, communication mediums, remuneration systems or intercultural issues).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /5	
8	<p>Comment on how your host organisation identifies effectiveness or distinguishes between a short term verses a long term focus in setting its goals. Make recommendations on strategies that would assist your host in identifying effectiveness in their particular business?</p> <p>(This could include strategies such as quality control issues, customer surveys, applied product research or strategic planning documents).</p>
Students – please delete these words and insert your answer here.	
Marker’s Comments:	
Mark /5	

