

Business Internship Program

MMI301 and MMI302

Guidelines for Assignments

The aim of the Business Internship is to provide the student an opportunity to both observe and participate in a range of real world business experiences related to their studies. As a consequence student employability is greatly enhanced. The program aims to enhance the skills and attributes identified as critical to the success of the student.

The aim of these guidelines is to assist the student complete their assignments during their internship.

The aim of the assignments is to allow the student to **critically reflect** on the link between the theory provided by the university experience and the practical experience provided by the Internship.

Each assignment has a number of questions and within each question there are a number of dot points which the student should address. When addressing these points the student should consider the following:

- Any personal and workplace challenges experienced.
- Relationships, negotiation, problem solving skills, methodologies.
- Organisational culture.
- Short term and long term goals and strategies.
- Day-to-day activities.
- Benchmarking, industry best practice, success factors.
- Sustainability.
- Independent/Team work (and learning).
- Provide examples of the above.

Be aware of the marking scheme - 5 marks most likely require a more detailed answer than 3 marks.

The project report should be self-explanatory, if not add additional notes to ensure that it is. For example an introduction or an annotation. Other material for your project report (e.g. Spreadsheet, PowerPoint Presentation) could be included in the appendices.

General points on the use of language and layout:

1. Introduction: Clearly identifies and explains issues being addressed.
2. Logic/Flow of Argument: Clearly develops logical argument for point of view.
3. Support for point of view articulated: provides strong and valid support for point of view.
4. Conclusion: clearly follows from argument developed.
5. Business Style – a style suitable for your Business Internship host.
6. Citations should be in the Harvard style.
7. Usage: Grammar, punctuation, spelling are correct.

I didn't have time to write a short letter, so I wrote a long one instead.

Mark Twain

Marking Guide

Marks are allocated on the extent to which the student responds to the assessment criteria stipulated for each question in the student assignments. This guide applies to all assignments in the units MMI301 and MMI302.

Assignment 1 – Negotiation

Assignment 2 – eJournal

Assignment 3 – Project Report or Case Study Report

It should be noted that internships are a form of Work Integrated Learning and as such the responses of individual students may vary greatly in terms of the style of presentation and type of experience. Consequently no model answer is possible but that standards applicable to the industry in which the student completes their internship should be taken into account.

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.

MARK	GENERAL REQUIREMENTS FOR THAT MARK
High Distinction (HD) 80% or above	<ul style="list-style-type: none"> • All the requirements for the assignment, as detailed in the Unit Guide, have been met to an excellent standard. • Written very clearly and precisely, with nearly perfect language. • The information presented completely answers the question and is an excellent response to the assignment in all areas.
Distinction (D) 70 – 79%	<ul style="list-style-type: none"> • All the requirements for the assignment, as detailed in the Unit Guide, have been met very well. • Written clearly and precisely; with very good use of language. • The information presented answers the question to an extremely high standard, with very few errors.
Credit (C) 60 – 69%	<ul style="list-style-type: none"> • The requirements for the assignment, as detailed in the Unit Guide, have been met well. • Written well, with just a few minor problems and mistakes. • The information presented answers the question well beyond a basic understanding of the issues.
Pass (P) 50 – 59%	<ul style="list-style-type: none"> • The requirements for the assignment, as detailed in the Unit Guide, have been met to a minimal standard. • Shows a basic understanding of the requirements for the assignment. • Written so that it can be understood, but there are considerable language problems. • The information presented basically answers the question but there are mistakes and/or omissions.
Fail (N) 49% or less	<ul style="list-style-type: none"> • The requirements for the assignment, as detailed in the Unit Guide, have been not been met. • Does not show an understanding of the requirements of the assignment. • The written language is very poor and there are some language problems. • The information presented does not answer the question.
Not ready to submit (XA)	Internship still in progress at normal assessment submission date.