USC

C O U R S E   O U T L I N E

ICT341 ICT Internship

Course Coordinator: Jacqueline Blake (jblake@usc.edu.au) **School:** School of Science, Technology and Engineering

2021 | Semester 2

| USC Sunshine Coast | ON CAMPUS | Most of your course is on campus but you may be able to do some components of this course online. |

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. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Tutorial/Workshop 1	3hrs	Not applicable	Not Yet Determined
Placement	96hrs	Not applicable	Not Yet Determined

1.3. Course Topics

Students will apply skills gained throughout their study to their project.

2. What level is this course?

> 300 Level (Graduate)

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

3. What is the unit value of this course?

> 12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...
1 Successfully apply theoretical knowledge to practical situations.	Engaged
2 Critically and systematically evaluate ICT professional issues relevant to an organisation and its work.	Creative and critical thinker Engaged
3 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.	Creative and critical thinker Engaged
4 Work proactively within an organisation to design, coordinate and implement a project or successfully complete work activities.	Empowered Engaged
5 Demonstrate effective communication skills in project management, Problem solving, and presentation.	Empowered Engaged

5. Am I eligible to enrol in this course?

Refer to the USC Glossary of terms for definitions of "pre-requisites, co-requisites and anti-requisites".

5.1. Pre-requisites

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

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. 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 Grading (PNP)

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

6.2. Details of early feedback on progress

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

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Journal	Individual	100 to 150 words each weekly entry	Throughout teaching period (refer to Format)	Online Assignment Submission with plagiarism check
All	2	Report	Individual	1,000 to 1,500 words	Week 5	Online Assignment Submission with plagiarism check
All	3	Oral	Individual	15 minutes presentation and Q&A	Exam Period	Online Assignment Submission
All	4	Code of Conduct	Individual	N/A	Throughout teaching period (refer to Format)	To Supervisor

All - Assessment Task 1: Weekly reflective E-log Journal

GOAL:	To reflect on your internship experience, comparing theory to practice and measuring your own progress towards listed objectives.
PRODUCT:	Journal
FORMAT:	Weeks 3-13. This is an individual assessment. 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:	No.		Learning Outcome assessed
	1	Reflection on and learning from professional experience	3
	2	Personal and professional responsibility for own learning and work outcomes	4
	3	Critical and systematic evaluation of contemporary ICT issues relevant to an organisation and its work	2
	4	Application of theoretical knowledge to practical situations	1

All - Assessment Task 2: Internship proposal report

GOAL:	To develop an internship proposal
PRODUCT:	Report
FORMAT:	This is an individual assessment. You are required to prepare a written report 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. The proposal will facilitate progress tracking and successful completion (including your & hosts goals).

CRITERIA:	No.		Learning Outcome assessed
	1	Thoroughness and correctness of placement description	1
	2	Measurability and attainability of internship goals	3

All - Assessment Task 3: Internship presentation

GOAL:	To develop and present an overview of your completed internship
PRODUCT:	Oral
FORMAT:	This is an individual assessment. You are required to make an internship presentation to an audience of your peers, industry supervisor/s and USC academics and submit a short assessment report from the industry supervisor.

CRITERIA:	No.		Learning Outcome assessed
	1	Completeness and accuracy of Overview of Placement	2
	2	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.	5
	3	Assessment of placement against identified goals (from Placement proposal – Task 2)	

All - Assessment Task 4: Code of Conduct

GOAL:	To 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.During your WIL experience you are required to complete 96 hours of work experience (the equivalent of 12 x 8 hour days). To be eligible to pass, you are required to complete the internship satisfactorily according to the criteria below. See Blackboard for your discipline specific Code of Conduct.

CRITERIA:	No.		Learning Outcome assessed
	1	The academic placement supervisor will evaluate your standard and quality of your work and make an assessment against the following criteria:	
	2	Behaviour that is in accordance with the discipline code of conduct	4
	3	Adherence to the discipline code of conduct	4
	4	Completion of the required 96 hours	4

7. Directed study hours

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

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

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

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

Not applicable

9. How are risks managed in this course?

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

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

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

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

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

10.2. Assessment: Additional Requirements

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

Late submission of assessment tasks may be penalised at the following maximum rate:
- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Study help

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

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

10.5. Wellbeing Services

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

To book a confidential appointment go to Student Hub, email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.6. AccessAbility Services

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

To book a confidential appointment go to Student Hub, email AccessAbility@usc.edu.au or call 07 5430 2890.

10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

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

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

10.8. General Enquiries

In person:

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

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au