School of Science, Computing and Emerging Technologies

Unit Outline

ICT80004

Internship Project

Semester 2 2025

Please read this Unit Outline carefully. It includes:

PART A   Unit summary

PART B   Your Unit in more detail

PART C   Further information

PART A: Unit Summary

Unit Code(s)	ICT80004
Unit Title	Internship Project
Duration	One semester
Total Contact Hours	24
Requisites:	
Pre-requisites	100 credit points AND Convenor's approval
Co-requisites	None
Concurrent pre-requisites	None
Anti-requisites	INF80005 Business Analysis Internship Project
Assumed knowledge	See pre-requisites
Credit Points	12.5
Campus/Location	Hawthorn and Sponsor Site
Mode of Delivery	Lecture and 2 days /week on Sponsor site
Assessment Summary	Project Update, Internship Role Video, Presentation and Project Experience Report

Aims

To provide students with "Real World" experience in the Information Technology Industry. Students will work on real problems that the Sponsor Organisation is facing, and the student/s will be integral in the solution of the problems.

Unit Learning Outcomes

Students who successfully complete this unit can:
1. Improve your awareness of a range of issues associated with professional practice.

2. Further develop professional and personal skills.

3. Apply your practical skills and theoretical knowledge into an IT industry context.

4. Develop your understanding of business processes and organisational structures.

5. Develop professional contacts and networks within the IT industry.

Graduate Attributes

The Swinburne Graduate Attributes describe the capability of our graduates to use knowledge, skills and behaviours to contribute to society meaningfully and positively. They include professional, self-directed learning and future-ready skills.

This unit contributes to the development of the following Swinburne Graduate Attributes:
- GA1 Communication - Verbal communication:
- GA2 Communication - Communicating using different media:
- GA5 Digital literacies– Information literacy:
- GA6 Digital Literacies– Technical literacy:

Other graduate attributes may be practised in the unit but are not formally taught as part of the unit content, nor incorporated within formal assessment.

Content

The internship project will generally involve students working on a specific project in a workplace for two days per week for the semester. Projects will be carried out under the supervision of an industry professional with additional supervision provided by an academic staff member. Project activities may take various forms involving system design and development, research and development projects, business analysis, testing, and user liaison among others.

All internships are undertaken under the close supervision of a staff member who meets weekly with the students to discuss and assure progress. Internship projects are unpaid and form part of an academic program of study with academic credit.

PART B: Your Unit in more detail

Unit Improvements

> Feedback provided by previous students through the Student Survey has resulted in improvements that have been made to this unit. Recent improvements include:
> - Communicate with Professional Placement office for more Cyber Security and Data Science related roles

Unit Teaching Staff

Name	Role	Room	Email / Teams	Consultation Times
Bita Zaferanloo	Unit Convenor Academic Supervisor	AS229	bzaferanloo@ swin.edu.au	Monday 5:30pm to 6:30pm
Caslon Chua	Academic Supervisor	EN506e	cchua@swin. edu.au	

Learning and Teaching Structure

Category	Activity	Total Hours	Hours per Week	Teaching Period Weeks
On-campus	Lectures	24 hours	2 hours	Weeks 1 to 12
Placement	Placement	180 hours	16 hours	Weeks 1 to 12

Week by Week Schedule

Week	Week Beginning	Teaching and Learning Activity	Student Task or Assessment
1	Aug 4	Project Preparation	
2	Aug 11	Panel discussion & Internship Role	Pre-Internship, Comm Update 1
3	Aug 18	Industry session: Q& A Communication and Reporting	Comm Update 2 and Reflection 1
4	Aug 25	Professional Expectations	Comm Update 3
5	Sep 1	Mid Semester Visit Preparation	Comm Update 4 and Reflection 2
6	Sep 8	Mid Semester Visit 1 Workshop: Storytelling Video by Adobe Express	Comm Update 5
	Sep 15	Mid Semester Visit 2	Comm Update 6 and Reflection 3
7	Sep 22	Mid Semester Visit 3	Mid Internship, Comm Update 7
8	Sep 29	Mid Semester Reflection	Comm Update 8 and Reflection 4
9	Oct 6	Presentation and Project Close Final Visit Preparation Workshop: Data Visualization	Comm Update 9

10	Oct 13	Final Visit 1	Comm Update 10 and Reflection 5
11	Oct 20	Final Visit 2	Internship Role Video
12	Oct 27	Final Visit 3	Presentation File and Final Internship Project Experience Report
13	Nov 3	Optional: Start Talking Competition 2025	4-minute video based on your prototype solution with social impact

Assessment

a) Assessment overview

Tasks and Details	Individual or Group	Weighting	Mapped Unit Learning Outcomes	Mapped Graduate Attributes	Assessment Due Date
Activity Report (Project Update)	Individual	20%	1, 2 and 4	GA2, GA5	Start of each week
Activity Report (Internship Role Video – Pitch me in one minute)	Individual	20%	4	GA2, GA5, GA6	Week 11
Presentation (Internship presentation at Host Organisation)	Individual	15%	3	GA1, GA2	Week 11, 12
Project Report (Project Experience Report)	Individual	45%	4 and 5	GA2, GA5	Week 12

Assessment Requirements	Details
b) Use of generative AI (genAI) in this unit	The valid use of genAI in this unit is as follows: • The assessments in this unit may use generative AI to **refine grammar** and clarity. However, all assessments must be original, reflecting the student's own work, experiences, and insights. Since these reports are intended for industry supervisors, they should accurately communicate the student's professional experiences without AI-generated content beyond language refinement.
c) Hurdle requirements	To pass this unit, you must: • achieve an overall mark for the unit of 50% or more If a student is terminated from their place of Internship, this will be deemed as being in breach of the code of conduct whilst on Internship and will result in a FAIL in the subject ICT80004. Students will have no right to expect a new Internship.

d)	**Final assessment period**	If the unit you are enrolled in has a final assessment (including invigilated exams), you will be expected to be available for the entire final assessment period including any Special Exam period.
e)	**Submission requirements**	Assignments and other assessments are generally submitted online through the Canvas assessment submission system which integrates with the Turnitin. Please ensure you keep a copy of all assessments that are submitted. In cases where a hard copy submission is required an Assessment Cover Sheet must be submitted with your assignment. The standard Assessment Cover Sheet is available from the [Submitting work](#) webpage or www.swinburne.edu.au/studentforms/
f)	**Extensions and late submissions**	Late Submissions - Unless an extension has been approved, late submissions will result in a penalty. You will be penalised 10% of your achieved mark for each working day the task is late, up to a maximum of 5 working days. After 5 working days, a zero result will be recorded.
g)	**Referencing**	To avoid breaching academic integrity, you are required to provide references whenever you include information from other sources in your work and acknowledge when you have used Artificial Intelligence (AI) tools (such as ChatGPT). Further details regarding academic integrity are available in Section C of this document. Referencing conventions required for this unit are: Institute of Electrical & Electronics Engineers (IEEE) Style Guide Helpful information on referencing can be found at http://www.swinburne.edu.au/library/referencing/
h)	**Groupwork guidelines**	There is no groupwork for this unit.

Required Textbook(s)

No required textbook.

Recommended Reading Materials

Swinburne Library has a large collection of resources. Listed below are some references that will provide valuable supplementary information to this unit. It is also recommended that you explore other sources to broaden your understanding.

- [ACS Code of Ethics](#)
- [The Guide to basic resume writing](#)
- [The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters That Work](#)
- [The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters That Work](#)
- [Great answers, great questions for your job interview](#)
- [Readings TAB in Canvas](#)

PART C: FURTHER INFORMATION

> For further information on any of these topics, refer to Swinburne's Student webpage http://www.swinburne.edu.au/student/

Student behaviour and wellbeing

All students are expected to: act with integrity, honesty and fairness; be inclusive, ethical and respectful of others; and appropriately use University resources, information, equipment and facilities. All students are expected to contribute to creating a work and study environment that is safe and free from bullying, violence, discrimination, sexual harassment, vilification and other forms of unacceptable behaviour.

The Student Charter describes what students can reasonably expect from Swinburne in order to enjoy a quality learning experience. The Charter also sets out what is expected of students with regards to your studies and the way you conduct yourself towards other people and property.

You are expected to familiarise yourself with University regulations and policies and are obliged to abide by these, including the Student Academic Misconduct Regulations, Student General Misconduct Regulations and the People, Culture and Integrity Policy. Any student found to be in breach of these may be subject to disciplinary processes.

Examples of expected behaviours are:
- conducting yourself in teaching areas in a manner that is professional and not disruptive to others
- following specific safety procedures in Swinburne laboratories, such as wearing appropriate footwear and safety equipment, not acting in a manner which is dangerous or disruptive (e.g. playing computer games), and not bringing in food or drink
- following emergency and evacuation procedures and following instructions given by staff/wardens in an emergency response.

Canvas

You should regularly log on to the Swinburne learning management system, Canvas. You can access Canvas via the Student login webpage or https://swinburne.instructure.com/ Canvas is updated regularly with important unit information and communications.

Communication

All communication will be via your Swinburne email address. If you access your email through a provider other than Swinburne, then it is your responsibility to ensure that your Swinburne email is redirected to your private email address.

Academic Integrity

Academic integrity is about taking responsibility for your learning and submitting work that is honestly your own. It means acknowledging the ideas, contributions and work of others; referencing your sources and acknowledging the use of generative artificial intelligence;

contributing fairly to group work; and completing tasks, tests and exams without cheating. Artificial intelligence tools should only be used where approved by the Unit Convenor.

Swinburne University uses the Turnitin system, which helps to identify inadequate citations, poor paraphrasing and unoriginal work in assignments that are submitted via Canvas. Your Unit Convenor will provide further details.

Plagiarism, collusion, contract cheating, unauthorised file sharing, falsification, fabrication, manipulation or misrepresentation of information, reuse of previous work and non-compliance with instructions in an invigilated or non-invigilated assessment item are all breaches of academic integrity and treated as academic misconduct. Examples of breaches of academic integrity include, but are not limited to:
- submitting work as your own for assessment that has been fully or partially completed by a third party, either paid or unpaid
- using output from artificial intelligence tools (e.g. ChatGPT) in whole or part without acknowledgement and/or without the approval of the Unit Convenor
- using another person's work or ideas as though it is your own work, without appropriate attribution
- working closely with another student or group of students (either past or current), to submit for assessment, some or all of the other student or students' work as your own work
- sharing without permission of the Unit Convenor, Swinburne resources or other material related to assessment to an entity or document repository site
- creating, intentionally modifying or inventing information that is intended to be submitted as part of an assessment item
- using the whole or part of a computer program written by another person as your own without appropriate acknowledgement
- poorly paraphrasing somebody else's work
- using a musical composition or audio, visual, graphic and photographic work created by another person without acknowledgment
- enabling others to cheat, including letting another student copy your work or by giving access to a draft or completed assignment
- letting someone or something else impersonate you, or you impersonate someone else in an invigilated or non-invigilated assessment item
- accessing, obtaining and/or providing to others unauthorised materials relating to an invigilated or non-invigilated assessment item.

The penalties for academic misconduct can be severe, ranging from a zero grade for an assessment task through to exclusion from Swinburne. For further details, see https://www.swinburne.edu.au/student-login/academic-integrity/

Student support

Swinburne offers a range of services and resources to help you complete your studies successfully. Your Unit Convenor or studentHQ can provide information about the study support and other services available for Swinburne students. For further information, see the Current students web page.

Special consideration

If your studies have been adversely affected due to serious and unavoidable circumstances outside of your control (e.g. severe illness or unavoidable obligation), you may be able to apply for special consideration (SPC).

Applications for Special Consideration are submitted via the SPC online tool normally <u>no later than 5.00pm</u> on the third working day after the submission/sitting date for the relevant assessment component. See https://www.swinburne.edu.au/life-at-swinburne/student-support-services/special-consideration-assistance/

Note: Submitting fraudulent (fake or altered) medical certificates is considered misconduct and can lead to serious penalties from Swinburne. In addition, your doctor may report fraudulent medical certificates as a prosecutable offence under the Victorian Crimes Act.

AccessAbility Services

If you are a student with a disability, medical or mental health condition or you have significant carer responsibilities, you may require reasonable adjustments to fully access and participate in education. Swinburne's AccessAbility Services can develop an Education Access Plan (EAP) that includes the services and reasonable adjustments that you need.

It is recommended that you register with AccessAbility Services when you first commence your course but you can contact the service at any time during your studies to find out about reasonable adjustments. Contact Accessibility Services to discuss further.

Review of marks

An independent marker reviews all fail grades for major assessment tasks. In addition, a review of assessment is undertaken if your final result is between 45 and 49 or within 2 marks of any grade threshold.

You can ask the Unit Convenor to check the result for an assessment item or your final result. Your request must be made in writing within <u>10 working days</u> of receiving the result. The Unit Convenor can discuss the marking criteria with you and check the aggregate marks of assessment components to identify if an error has been made. This is known as local resolution. If you are dissatisfied with the outcome of the local resolution, you can lodge a formal complaint.

Feedback, complaints and suggestions

In the first instance, discuss any issues with your Unit Convenor. If your concerns are not resolved or you would prefer not to deal with your Unit Convenor, then you can complete a feedback form. See https://www.swinburne.edu.au/corporate/feedback/

Advocacy

If you require assistance with any academic issues, University statutes, regulations, policies and procedures, you are advised to seek advice from an Independent Advocacy Officer at the Swinburne Student Association. Talking to an Advocacy Officer is free, independent and confidential. For more information and booking an appointment, please see https://www.swinburne.edu.au/current-students/student-services-support/advocacy/