

Unit Outline

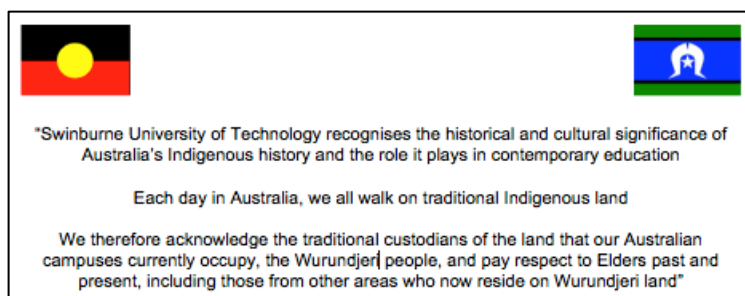
Unit Codes: ACC20016; AVA20015; BUS20009; CVE20010;
DDD20007; EEE20008; ENG20008; FTV20017; GAM20006; HEA20002; ICT20012;
INF20018; LAW20046; MDA20015; NPS20002; PSY20013; RME20002; SOC20017

Professional Internship

Semester 2, 2022

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)	ACC20016 Professional Internship – Accounting & Information Systems AVA20015 Professional Internship - Aviation BUS20009 Professional Internship - Business CVE20010 Professional Internship - Civil & Construction Engineering DDD20007 Professional Internship - Design EEE20008 Professional Internship – Electrical & Electronic, & Telecommunications Engineering ENG20002 Professional Internship - Engineering FTV20017 Professional Internship - Film & Television GAM20006 Professional Internship - Games & Interactivity HEA20002 Professional Internship - Health ICT20012 Professional Internship - Information & Communication Technology LAW20046 Professional Internship - Law INF20018 Professional Internship - Information Systems MDA20015 Professional Internship - Media & Communication NPS20002 Professional Internship - Science PSY20013 Professional Internship - Psychology RME20002 Professional Internship – Robotics & Mechatronics, & Biomedical Engineering SOC20017 Professional Internship - Humanities
Unit Title	Professional Internship
Duration	One Semester or equivalent
Total Contact Hours	1x 2-hour Induction lecture 5x 1-hour online workshops (not recorded) 120-140 hours working in industry internship plus 18 hours (1.5 hrs per week) online.
Requisites:	
Pre-requisites	150 credit points
Co-requisites	
Concurrent pre-requisites	
Anti-requisites	Nil
Assumed knowledge	Completion of the Career Start module

Credit Points	12.5		
Campus/Location	Hawthorn / Online / Professional Internship Location		
Mode of Delivery	Online		
Assessment Summary	Assignment	Grading	Weighting
	Early Check-in	Complete/Incomplete	Required to pass the unit
	1 Reflective Entry	Graded [N,P,C,D,HD]	10%
	2 Internship Learning Plan	Graded [N,P,C,D,HD]	20%
	3.1-3.3 Reflective Entries to be submitted regularly	Complete/Incomplete	5%
	3.4 Compiled Reflective Entries	Graded [N,P,C,D,HD]	30%
	4.1 Industry Supervisor Evaluation	Complete/Incomplete	Required to pass the unit
	4.2 Post-internship Critical Reflection	Graded [N,P,C,D,HD]	35%

Aims

This unit provides students with an opportunity to apply and build upon knowledge and skills developed during their studies in a workplace setting. The unit prepares students for transition to professional practice and careers in the current and future world of work. Students will engage in and recognise and reflect on professional, ethical, sustainable, and inclusive practices in their workplace. This unit will support the development of students' professional knowledge, capabilities and career management through observation, participation, and reflection in a range of work integrated learning tasks and assessments

Unit Learning Outcomes

Students who successfully complete this Unit should be able to:

1. Apply university learnings and disciplinary knowledge and reflect on their use in a workplace setting
2. Negotiate work integrated learning goals and objectives that are relevant to your discipline and workplace expectations
3. Demonstrate foundational workplace capabilities, professionalism and ethical and inclusive practices
4. Reflect on work, self-management, and learning throughout the internship for improved practice and career development
5. Reflect on industry feedback for improved practice and career development

Graduate Attributes

This unit may contribute to the development of the following Swinburne Graduate Attributes:

1. Communication 1 - Verbal Communication
2. Communication 2 - Communicating using different media
3. Teamwork 1 - Collaboration and negotiation
4. Teamwork 2 - Teamwork roles and processes
5. Digital Literacies 1 - Information literacy
6. Digital Literacies 2 - Technical literacy

Content

This unit provides supported work-based learning in a real-world context and the objectives of this unit are educational, not commercial. Students will be situated in a workplace setting and be supported by an industry supervisor and academic teaching and supervision.

Students will:

- be supported to contribute knowledge, skills and practices from their university studies into a professional context relevant to their disciplinary course of study.
- required to demonstrate an understanding of the connection between academic knowledge, practical application and critically reflect on this professional experience in relation to future practice and career

Topics for the unit comprise:

- Planning for learning and career
- Professional reflective practice
- Ethical, sustainable, and inclusive professional practice
- Professional networking
- Planning for professional future and career

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:

- The unit has been redesigned to provide a peer support model of learning and teaching and to integrate career development learning into the WIL experience. Unit Learning Outcomes and assessment have been revised to better reflect learning for future world of work and career.
- The process for managing assessment due dates has been revised to make it clearer and more efficient for students and staff.

Unit Teaching Staff

Name	Role	Room	Phone	Email	Consultation Times
Dr Vida Voncina	Unit Convenor	SPS Level 1		vvoncina@swin.edu.au	Contact via email arrange
Dr Nicola Fish	Manager, WIL Academic Programs	SPS Level 1	92145298	nfish@swin.edu.au	Contact via email arrange

Learning and Teaching Structure

Activity	Total Hours	Hours per Week	Teaching Period Weeks
Lecture [Induction]	1 hours	1 hours	Week 0 and Week 1
Online Internship Workshops	5 hours	1 hour	Scheduled over the semester, see Canvas unit site for dates and times
Individual Online learning	18 hours	1.5 hours	Timetabled over the semester and aligned to internship start date
Professional Internship	120-140 hours	Specific to Internship timeline	N/A

NB: Professional Internships are a workplace experience of approximately 140 hours in industry, taken as 1-2 days per week over one semester, or 'frontloaded' in advance of semester and undertaken full time in intensive mode (3-4 weeks in industry).

Students, in consultation with their industry supervisor, will negotiate realistic authentic work-based learning goals and activities at the start of their internship. This may involve participating in a specific work-based project or other similar negotiated activities. These activities should be discipline-related, meaningful and support the student's ability to achieve the learning outcomes of this unit.

Week by Week Schedule

Week	Teaching and Learning Activity
0	Induction Lecture
1	Induction Lecture
2	Workshop 1
3	
4	Workshop 2
5	
6	
7	Workshop 3
8	Workshop 4
9	

10	Workshop 5
11	
12	

Assessment

a) Assessment Overview

NB: Assessment due dates for most assessments will differ according to the start-date of the internship. Please see Canvas for further details.

Tasks and Details	Individual or Group	Weighting	Unit Learning Outcomes that this assessment task relates to	Assessment Due Date
1. Reflective Entry	Individual	10	3	Sunday Week 2
2. Internship Learning Plan	Individual	20	2	As per Canvas
3. Reflective Journal (3 x entries)	Individual	35	1, 2, 3, 4	As per Canvas
4. Industry Supervisor Feedback	Individual	Required	2, 4	As per Canvas
4. Post-Internship Critical Reflection	Individual	35	1, 2, 3, 4	Sunday Week 12

b) Minimum requirements to pass this Unit

As the minimum requirements of assessment to pass a unit and meet all Unit Learning Outcomes to a minimum standard, a student must:

- **Complete AND submit all assessment** for this unit
- Achieve an overall mark for the unit of 50% or more

c) Examinations

The Professional Internship unit does not have any examination requirements.

d) Submission Requirements

Assignments and other assessments are generally submitted online through the Canvas assessment submission system which integrates with the Turnitin plagiarism checking service.

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 Current Students web site (see Part C).

Your assessment due dates for most assessments will differ according to the start-date of the internship. Please see Canvas for further details.

e) Extensions and Late Submission

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.

f) Referencing

To avoid plagiarism, you are required to provide a reference whenever you include information from other sources in your work. Further details regarding plagiarism are available in Section C of this document.

Referencing conventions required for this unit are: Harvard Referencing

Helpful information on referencing can be found at

<http://www.swinburne.edu.au/library/referencing/>

Recommended Reading Materials

The unit has embedded readings, where relevant. In addition, the Library has a large collection of resource materials, both texts and current journals and, where suitable, it is recommended that you explore other sources to broaden your understanding.

PART C: FURTHER INFORMATION



For further information on any of these topics, refer to Swinburne's Current Students web page <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 access the Swinburne learning management system, Canvas, which is available via the Current Students 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; contributing fairly to group work; and completing tasks, tests and exams without cheating.

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.

Plagiarising, cheating and seeking an unfair advantage with regards to an exam or assessment are all breaches of academic integrity and treated as academic misconduct.

Plagiarism is submitting or presenting someone else's work as though it is your own without full and appropriate acknowledgement of their ideas and work. Examples include:

- using the whole or part of computer program written by another person as your own
- using the whole or part of somebody else's written work in an essay or other assessable work, including material from a book, journal, newspaper article, a website or database, a set of lecture notes, current or past student's work, or any other person's work
- poorly paraphrasing somebody else's work
- using a musical composition or audio, visual, graphic and photographic work created by another
- using realia created by another person, such as objects, artefacts, costumes, models
- submitting assessments that have been developed by another person or service (paid or unpaid), often referred to as contract cheating
- presenting or submitting assignments or other work in conjunction with another person or group of people when that work should be your own independent work. This is regardless of whether or not it is with the knowledge or consent of the other person(s). Swinburne encourages students to talk to staff, fellow students and other people who may be able to contribute to a student's academic work but where an independent assignment is required, the work must be the student's own
- enabling others to plagiarise or cheat, including letting another student copy your work or by giving access to a draft or completed assignment

The penalties for academic misconduct can be severe, ranging from a zero grade for an assessment task through to expulsion from the unit and, in the extreme, exclusion from Swinburne.

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.

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 will be submitted via the SPC online tool normally no later than 5.00pm on the third working day after the submission/sitting date for the relevant assessment component.

Accessibility needs

Sometimes students with a disability, a mental health or medical condition or significant carer responsibilities require reasonable adjustments to enable full access to and participation in education. Your needs can be addressed by Swinburne's AccessAbility Services by negotiating and distributing an 'Education Access Plan'. The plan makes recommendations to University teaching and examination staff. You must notify AccessAbility Services of your disability or condition within one week after the commencement of your unit to allow the University to make reasonable adjustments.

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.

If you are not satisfied with the result of an assessment, you can ask the Unit Convenor to review the result. Your request must be made in writing within 10 working days of receiving the result. The Unit Convenor will review your result to determine if your result is appropriate.

If you are dissatisfied with the outcomes of the review, you can lodge a formal complaint.

Feedback, complaints and suggestions

In the first instance, discuss any issues with your Unit Convenor. If you are dissatisfied with the outcome of the discussion or 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

Should 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 Swinburne Student Life.

For an appointment, please call 03 9214 5445 or email advocacy@swin.edu.au For more information, please see <https://www.swinburne.edu.au/current-students/student-services-support/advocacy/>