



MQBS8090 Business Internship
Placement Evaluation and Timesheet

Student name	Maharjan, Albina
Student ID	48045977

Organisation name	Taronga Conservation Society Australia
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Activity name	MQBS8090 - S1 2025 - Data Analytics Intern - Taronga Zoo
Host supervisor name	Cole, Lauren
Host supervisor email	lcole@zoo.nsw.gov.au

Date	Duration	Activity	Attendance Status	Timesheet Status	Date Updated	Updated By
Sun - 5/4/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 5/3/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Fri - 4/25/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 4/19/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Fri - 4/18/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 4/12/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 4/5/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Thu - 4/3/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sun - 3/30/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 3/29/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sat - 3/22/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au
Sun - 3/16/2025	8.00 Hours	Workplace placement	Attended	Approved	6/1/2025 4:32 PM	lcole@zoo.nsw.gov.au

Important

Have you completed and recorded a minimum of 80 hours in the timesheet above?

DO NOT click on 'Submit to Host Supervisor for approval' until you have completed and recorded at least 80 hours on your timesheet.

Yes

Actioned by Maharjan, Albina (48045977) on 5/21/2025 5:43:59 PM

SECTION 2: Agreed Hours and Activities (10%)

This section is to be completed by the Host Supervisor.

It relates to the agreed schedule of hours and activities undertaken by the student, and their overall performance during their placement.

What schedule of hours have you agreed with this student ? e.g. hours/days a week for how many weeks/months	2 days per week was scheduled but with flexibility, if the student could do one day one week then three the next that was fine, also had some flexibility toward the end of the data collection time for any missed days
How many hours has the student worked to date?	96
Has the student completed the agreed number of hours	Yes
If not completed hours, expected completion date.	
Did the student's participation in placement activities meet your expectations?	<input type="radio"/> Exceeded expectations <input checked="" type="radio"/> All expectations were met <input type="radio"/> Mostly met expectations <input type="radio"/> Partly met expectations <input type="radio"/> No
What mark out of 10 would you give this student based on their participation in this placement with your organisation ? 9-10 (Exceptional), 8 (Excellent), 7 (Good), 5-6 (Satisfactory), 0-4 (Unsatisfactory)	8

Detailed Feedback

In the table below, please provide more detailed feedback on this student's overall performance by selecting the most appropriate response in each skill area (self, integrity, initiative, performance and punctuality).

Skill

Self	<ul style="list-style-type: none"> <input type="radio"/> Exceptional - Consistently looks for and takes advantage of opportunities to learn new skills and develop strengths. Consistently seeks and responds positively to constructive feedback and guidance. <input checked="" type="radio"/> Excellent - Usually looks for and takes advantage of opportunities to learn new skills and develop strengths. Usually seeks and responds positively to constructive feedback and guidance. <input type="radio"/> Good - Adapts existing skills to new situations, but sometimes looks for and takes advantage of opportunities to learn new skills and develop strengths. Sometimes seeks feedback and usually responds positively to feedback. <input type="radio"/> Satisfactory - Willing to develop and apply new skills, and sometimes adapts existing skills to new situations. Sometimes seeks feedback and attempts to respond positively to feedback. <input type="radio"/> Unsatisfactory - Does not seem willing to develop and apply new skills or to adapt existing skills to new situations. Rarely seeks feedback and/or tends not to respond positively to feedback.
Integrity	<ul style="list-style-type: none"> <input type="radio"/> Exceptional - Behaves in an honest, ethical, and professional way. Proactive in sharing understanding of ethical ideas or looking for opportunities to construct best practice responses to ethical issues. <input checked="" type="radio"/> Excellent - Behaves in an honest, ethical, and professional way. Shares understanding of ethical ideas and constructs best practice responses to ethical issues. <input type="radio"/> Good - Behaves in an honest, ethical, and professional way. Demonstrates understanding of ethical ideas and/or constructs best practice responses to ethical issues. <input type="radio"/> Satisfactory - Behaves in an honest, ethical, and professional way. <input type="radio"/> Unsatisfactory - Does not behave in an honest, ethical, or professional way.
Initiative	<ul style="list-style-type: none"> <input type="radio"/> Exceptional - Demonstrates initiative in researching answers and applies responses as needed in all new situations. Responds in a positive and constructive way to feedback <input checked="" type="radio"/> Excellent - Demonstrates initiative in researching answers and applies responses as needed in most new situations. Responds in a positive and constructive way to feedback <input type="radio"/> Good - Demonstrates initiative in researching answers. Responds in a positive and constructive way to feedback. <input type="radio"/> Satisfactory - Asks questions but may not make efforts to review available information first. Responds as needed to feedback. <input type="radio"/> Unsatisfactory - Misunderstands expectations and/or does not seek clarification when unsure. Does not respond to feedback on any misunderstandings.
Performance	<ul style="list-style-type: none"> <input checked="" type="radio"/> Exceptional - Demonstrates an outstanding level of commitment to completing work tasks effectively and to achieving learning objectives. Consistently completes all tasks above and beyond expectations. <input type="radio"/> Excellent - Demonstrates a high level of commitment to completing work tasks effectively and to achieving learning objectives. Consistently completes all tasks at a high quality. <input type="radio"/> Good - Demonstrates commitment to completing work tasks effectively and to achieving learning objectives. Completes most tasks at expected quality. <input type="radio"/> Satisfactory - Demonstrates some commitment to completing work tasks effectively. Completes some or all tasks but not at expected quality. <input type="radio"/> Unsatisfactory - Does not demonstrate commitment to completing work activities effectively. Does not complete tasks as agreed upon.
Punctuality	<ul style="list-style-type: none"> <input checked="" type="radio"/> Exceptional - Always arrives on time, works for agreed hours. Proactive in advising of any schedule changes. <input type="radio"/> Excellent - Always arrives on time and works for agreed hours. Clear notification regarding lateness or absence. <input type="radio"/> Good - Arrives on time and works for agreed hours. Occasional delays in notification of absence. <input type="radio"/> Satisfactory - Sometimes arrives late or leaves early. May communicate inconsistently about absences. <input type="radio"/> Unsatisfactory - Not always present for agreed hours and does not communicate when absent.

SECTION 3: Student's Learning Objective Progress (no marks)

This section is to be completed by the Host Supervisor.

It focuses on the student's identified learning objectives, their progress in achieving these objectives, and overall participation during the placement.

As part of Assessment Task 1 for this academic unit, students were required to identify three learning objectives for their placement with your organisation.

Did the student discuss or plan their learning objectives with you?

- ☐ Planned with me
- ☒ Discussed with me
- ☐ No
- ☐ N/A (e.g. placement completed before session)

Do you have any comments on the learning objectives identified by this student?

Learning objectives openly discussed with team, identified as part of project capabilities.

Would you like to make any overall comments about this students' participation in their placement with your organisation?

Albina took this project on with integrity and passion. She was dedicated and punctual and was a pleasure to have on section.

Please comment on progress that the student has made in reaching their learning objectives.

I believe Albina has met some of her objectives, as they are still refining data and in the documentation phase I cannot comment on that side as yet. Albina was certainly proactive in her approach and gelled quickly to both her team members and staff on section.

Learning Objective	Rating	Comments	Do you have any suggestions that would assist the student to develop further in this area?
Sustainable animal care practices	<input type="radio"/> Exceeded <input checked="" type="radio"/> Achieved <input type="radio"/> Partly achieved <input type="radio"/> Not achieved	As results of the project are yet to be delivered I can only comment on what has been delivered up to now. Albina followed all protocols when on site and was diligent with her records.	
Communication and Team Collaboration	<input checked="" type="radio"/> Exceeded <input type="radio"/> Achieved <input type="radio"/> Partly achieved <input type="radio"/> Not achieved	Albina was always reliable and punctual with great communication with her team on the project.	Albina is a quiet person but communicates well when required
Recordkeeping and Ethical Responsibility	<input checked="" type="radio"/> Exceeded <input type="radio"/> Achieved <input type="radio"/> Partly achieved <input type="radio"/> Not achieved	Albina was consistent with her record keeping and documentation and seemed to be a driving force in choosing the correct method of data capture.	

Host supervisor name

Deborah Price

Host Supervisor Job Title

Senior Keeper - Carnivore Unit, Taronga Zoo

Actioned by Cole, Lauren on 6/1/2025 4:32:03 PM