# PPMP20017 *Project Management Internship*
## Term 2 - 2024

All details in this unit profile for PPMP20017 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student).The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview
An internship provides you with real project management experience while working with an employer (work-integrated learning). You will integrate knowledge and skills gained while studying your discipline units, with their application in the workplace to further develop your project management competencies. You will document and reflect on your learning experiences and on the employer's contribution to your professional development.

### Details
Career Level: *Postgraduate*
Unit Level: *Level 9*
Credit Points: *12*
Student Contribution Band: *10*
Fraction of Full-Time Student Load: *0.25*

### Pre-requisites or Co-requisites
Pre-requisites: You must have completed all units in your course except this one and passed all those units on the first attempt. If you do not pass all prior units on the first attempt, you will not be eligible to enrol in this unit and therefore you must either enrol in 'Research Stream' units or 'Practicum Stream' units. Anti-requisites: If you have completed any units from the 'Research Stream' or 'Practicum Stream' you cannot enrol in this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure (Higher Education Coursework)](#).

### Offerings For Term 2 - 2024

- Brisbane
- Melbourne
- Sydney

### Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website
[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

# Class and Assessment Overview

## Recommended Student Time Commitment
Each 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

## Class Timetable

### **Regional Campuses**
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

### **Metropolitan Campuses**
Adelaide, Brisbane, Melbourne, Perth, Sydney

## Assessment Overview
1. **Written Assessment**
Weighting: Pass/Fail

## Assessment Grading
This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

# CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

# Previous Student Feedback

## Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

### Feedback from Student unit evaluation data

**Feedback**

The majority or survey respondents recommended to improve the organisation of the learning material

**Recommendation**

The Moodle site is to be re-designed for T1 2024 and learning materials to be updated.

### Feedback from Student unit evaluation data

**Feedback**

The majority or survey respondents recommended to provide clearer marking criteria/expectations

**Recommendation**

Assessments are to be reviewed and brought in line with the SET WIL reporting requirements. Marking rubrics/criteria will be updated accordingly. Site visits providing opportunity for face-to-face discussions with students and hosts are to be introduced.

### Feedback from Student unit evaluation data

**Feedback**

All survey respondents agreed that the knowledge and skills developed in this unit were useful

**Recommendation**

The unit provides essential workplace experience to students. This is expected to continue and be enhanced by the above recommendations.

# Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Apply project management knowledge and skills in the workplace
2. Communicate an understanding of the relevant legal and ethical issues related to the project management profession
3. Work collaboratively in teams in the context of a workplace, either as member of a project team, a project manager, or a shadow to a project manager
4. Critically reflect on strengths and weaknesses in knowledge and skills related both to project management and workplace experience.

# Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level    ○ Introductory Level    ● Intermediate Level    ● Graduate Level    ○ Professional Level    ○ Advanced Level

## Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks | Learning Outcomes | | | |
| --- | --- | --- | --- | --- |
| | 1 | 2 | 3 | 4 |
| 1 - Written Assessment - 0% | ● | ● | ● | ● |

## Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes | Learning Outcomes | | | |
| --- | --- | --- | --- | --- |
| | 1 | 2 | 3 | 4 |
| 1 - Knowledge | ○ | ○ | ○ | ○ |
| 2 - Communication | ○ | ○ | ○ | ○ |
| 3 - Cognitive, technical and creative skills | ○ | ○ | ○ | ○ |
| 4 - Research | ○ | ○ | ○ | ○ |
| 5 - Self-management | ○ | ○ | ○ | ○ |
| 6 - Ethical and Professional Responsibility | ○ | ○ | ○ | ○ |
| 7 - Leadership | ○ | | ○ | |
| 8 - Aboriginal and Torres Strait Islander Cultures | | | | |

## Alignment of Assessment Tasks to Graduate Attributes

| Assessment Tasks | Graduate Attributes | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 - Written Assessment - 0% | ○ | ○ | ○ | ○ | ○ | ○ | | |

# Textbooks and Resources

## Textbooks

**There are no required textbooks.**

## IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

# Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition (APA 7th edition)](#)
For further information, see the Assessment Tasks.

# Teaching Contacts

**Luc Bauwmans** Unit Coordinator
[l.bauwmans@cqu.edu.au](mailto:l.bauwmans@cqu.edu.au)

# Schedule

## Week 1 - 08 Jul 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Introduction to the internship | Objectives of an internship<br>Unit Learning Outcomes (ULO) | **Online meeting with UC and CQU SET Internships representative**<br>Students introduce themselves<br>Clarification of roles and supervision<br>Introduction to assessments<br>Initial Q&A |

## Week 2 - 15 Jul 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | |

## Week 3 - 22 Jul 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Self-reflective practice | | **Online meeting with UC and CQU SET Internships representative**<br>Prepare student reflections for WIL week 4 submission<br>Assessment task discussion<br>Q&A |

## Week 4 - 29 Jul 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | |

## Week 5 - 05 Aug 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

**Online meeting with UC and CQU SET Internships representative**
Highlight potential challenges to the achievement of the ULO's and unit objectives.
Assessment task discussion
Q&A

## Vacation Week - 12 Aug 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

## Week 6 - 19 Aug 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | **Site visits commence** |

## Week 7 - 26 Aug 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| How are we doing: Mid-point evaluation | Students to share the knowledge and skills they have gained<br>Challenges<br>New Experiences | **Online meeting with UC and CQU SET Internships representative**<br>Feedback from mid-point evaluation<br>Assessment task discussion<br>Q&A<br>**Site visits continue** |

## Week 8 - 02 Sep 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | **Site visits continue** |

## Week 9 - 09 Sep 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Assessment 1 submission | | **Final online meeting with UC and CQU SET Internships representative**<br>**Assessment 1A due Friday (presentation)**<br>Q&A<br>**Site visits continue** |

## Week 10 - 16 Sep 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | **Site visits continue** |

## Week 11 - 23 Sep 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| | | **Site visits finalised** |

## Week 12 - 30 Sep 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Assessment 2 submission | | **Assessment 1B due Friday (Portfolio)**<br>**CQU SET Internships final evaluation form due** |

## Review/Exam Week - 07 Oct 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

## Exam Week - 14 Oct 2024

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|

## 1 Internship reports

**Assessment Type**
Written Assessment

**Task Description**

- There will be multiple Zoom meetings over the term to discuss your progress and any challenges encountered. dates and times to be agreed
    - Students are expected to attend **ALL** scheduled Zoom meetings.
- Students must also complete all the **CQU SET Internships** requirements. ***Failing to complete all requirements will lead to an (F) grade for this unit.***
- The assessments are designed to allow students to align their work with the theoretical knowledge gained throughout their study.
- Over and above the CQU SET Internships requirements, students shall submit internship reports on Moodle as follows:
    - **Assessment 1A: Self-assessment against Unit Learning Outcomes (ULO's) (due Friday week 9 of term)**
        - Context: overview of the host organisation.
        - Host organisation main area of business.
        - Your role description and tasks.
        - Discuss the ULO's and what you have achieved.
    - Deliverable: A pptx file, and a Word doc with YouTube link to your recorded presentation. You may use the sample presentation format supplied in Moodle.
    - **Assessment 1B: A Learning portfolio (Due Friday week 12 of term)**
        - The portfolio requires you to tabulate the Learning Outcomes of the unit against the learnings from your weekly study and work experience, contextualised with prior unit readings and assignments.
    - Deliverable: A Word file as per the provided template in Moodle.

**Assessment Due Date**

**Return Date to Students**

**Weighting**
Pass/Fail

**Assessment Criteria**
This is a **Pass/Fail** Unit, The Assessment will be marked either Satisfactorily **(S)** or Unsatisfactorily **(F)** or Pass **(P)** /Fail **(F).**
To pass the unit, students need to achieve **(S)** in ALL assessment items **AND** have completed all CQU WIL requirements. ***Failing any assessment item or failing to complete all CQU WIL requirements will lead to a (F) grade for this unit.***

**Referencing Style**

- [American Psychological Association 7th Edition (APA 7th edition)](#)

**Submission**
Online

**Learning Outcomes Assessed**

- Apply project management knowledge and skills in the workplace
- Communicate an understanding of the relevant legal and ethical issues related to the project management profession
- Work collaboratively in teams in the context of a workplace, either as member of a project team, a project manager, or a shadow to a project manager
- Critically reflect on strengths and weaknesses in knowledge and skills related both to project management and workplace experience.

**Graduate Attributes**

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Self-management
- Ethical and Professional Responsibility

# Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

**What is a breach of academic integrity?**
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

**Why is academic integrity important?**
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

**Where can I get assistance?**
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

**What can you do to act with integrity?**

**Be Honest**
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



**Seek Help**
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



**Produce Original Work**
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem