BS395

MANAGEMENT INTERNSHIP/PROJECT

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.
Unit Name: BS395 Management Internship/Project
Nominal Duration: 14 weeks
Delivery Mode: Internal and External

Workload:
- Consultation: 15 hours
- Reading and private study: 60 hours
- Assignment preparation: 65 hours
- TOTAL: 140 hours

Weight: 10 credit points
Unit Coordinator: Wendy Collins
Teaching Staff: Wendy Collins

Co / Prerequisite Units:
- Third year standing (Full-time equivalent)
- OR
- Permission of the Dean

Core / Elective:
- Diploma of Business: Not available
- Associate Degree in Business: Not available
- Bachelor of Business: Core for Management major; Not available to other majors

Rationale:
It is essential that higher education students develop critical understanding of management theory and the relevant sub-disciplines. However, students may remain in academic poverty unless applications are made of the theories in the context of organisations in the private and public commercial sector.

The Management Internship/Project is a vehicle to assist in bridging the gap between theory and its application, within the confines and the scaffolding support of a qualified supervisor.

This unit provides students with the resources and support for developing self-directed lifelong and continuous learning in a management setting.

Students are expected not only to be exposed to analytical aspects but also to be engaged in creative problem solving skills that are timely, relevant and culturally acceptable to a specific host organisation. In addition, students select an area of study that is of potential value in their career development to maximise student learning and to provide benefit to the host organisation.

Text Requirements: Nil. Readings may be set by negotiation with the supervisor.

Outcomes:
On completion of this unit, students will have provided evidence that they are able to:
1. Develop a critical but sensitive review of the host organisation.
2. Identify a significant, relevant and potentially solvable problem of the host organisation.
3. Select a research methodology in solving the problem which integrates theory with practice.
4. Design and create a report for the benefit of the host organisation that is likely to lead to a creative and workable solution.
5. Make an oral presentation to peers and to representatives of the host organisation.

Content:
The unit has no defined content; however, the student, under the direction of an academic supervisor, will negotiate with the host organisation to:
1. analyse the selected topic
2. perform a detailed analysis and review of the host organisation
3. identify a specific problem
4. select an appropriate research methodology to analyse the problem
5. collect data relating to the problem
6. analyse the data and make recommendations to the host organisation
7. prepare a written report to the management of the host organisation discussing the above factors
8. present an oral report to the host organisation, peers and academics

**Assessment**

**Assessment Task #1 – Proposal** (Relates to Outcomes 3, 4)
The Proposal should clearly:
1. identify the projects purpose, goals, scope, learning objectives
2. list literature resources relevant to the project
3. define the strategy for achieving the specific tasks involved in achieving the goals
4. outline the supervisory process, resources required and availability
5. specify the method and criteria for evaluation of progress
6. state the dates for progress reports to the supervisor (the frequency and content of these dates will be determined in consultation with the supervisor)
The Proposal must be satisfactorily completed and submitted for approval prior to the commencement of the actual Internship/Project.

- Weighting: 10%
- Length: 500 words
- Due Date: Week 2

**Assessment Task #2 – Interim Report** (Relates to Outcomes 1-4)
The Interim Report explains the progress made to that point and will be submitted approximately half way through the Internship/Project. It should include a statement from the supervisor on the student’s progress and performance.

- Weighting: 20%
- Length: 500 words
- Due Date: Week 8

**Assessment Task #3 – Final Report** (Relates to Outcomes 1-5)
The Final Report is broken into two sections:

**Part A**  The Oral Presentation will give students the opportunity to explore the Internship/Project in depth and to clarify the issues for the supervisor, host organisation, peers and academics.

- Weighting: 20%
- Length: 1 hour
- Due Date: Week 14

**Please note:**
1. External students are to submit a DVD or a Video of their oral presentation and the supervisor’s evaluation.
2. Both Internal and External students are to submit a PowerPoint presentation.

**Part B**  The Written Report will be submitted at the end of the Internship/Project.

- Weighting: 50%
- Length: 4000-4500 words
- Due Date: Week 14

**Academic & General Resource Requirements**

As needed for any specific project.

**Unit Summary**

The Management Internship/Project is designed to bridge the gap between theory and its application within the confines and the scaffolding support of a qualified supervisor. This unit provides students with the resources and support for developing self-directed lifelong and continuous learning in a management in today’s changing workplace. Students are expected to be engaged in creative problem solving skills that are timely, relevant and culturally acceptable to a host organisation in an area of study that is of value in their career development. The project should also be of value to the host organisation.