



CHRISTIAN HERITAGE COLLEGE

BZ379

BUSINESS ADMINISTRATION 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 code	BZ379	
Unit name	Business Administration Internship/Project	
Associated higher education awards	Bachelor of Business	
Duration	One semester	
Level	Advanced	
Unit Coordinator	Rod St Hill	
Core/Elective	Core - Bachelor of Business (major in Business Administration)	
Weighting	Unit credit points: 10 Course credit points: 240 - Bachelor of Business	
Student workload	Face-to-face on-site	External
	Timetabled hours per week: - Consultation with lecturer: 2 Personal study hours per week: 8 Total workload hours per week: 10	Directed study hours per week: - Consultation with lecturer: 2 Personal study hours per week: 8 Total workload hours per week: 10
	Students requiring additional English language support are expected to undertake an additional 1 hour per week.	
Delivery mode	Face to face on site External Full time Part time	
Prerequisites/ Corequisites/ Restrictions	Prerequisite: 160 credit points of core and/or major units OR permission of the Course Coordinator Restrictions: BZ319 Accounting Internship/Project BZ339 Management Internship/Project BZ359 Marketing Internship/Project	
Specialist resource requirements	As needed for any specific project (to be discussed with the Unit Coordinator). The <i>School of Business Handbook</i> for Internships/Projects must be read in conjunction with the unit outline.	
Prescribed text(s)	Readings may be set by the Unit Coordinator.	
Recommended readings	Readings may be recommended by the Unit Coordinator. In addition to the resources above, students should have access to a Bible, preferably a modern translation such as <i>The Holy Bible: The New International Version 2011</i> (NIV 2011) or <i>The Holy Bible: New King James Version</i> (NKJV). These and others translations may be accessed free on-line at http://www.biblegateway.com . The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.	

Content	This unit draws on the content of prerequisite units.
Learning outcomes	<p>On completion of this unit, students will have demonstrated that they can:</p> <ol style="list-style-type: none"> 1. Identify a significant, relevant and potentially solvable problem of the host organisation, or engage in relevant internship experience; 2. Select a research methodology in solving the problem which integrates theory with practice, or create a reflective personal journal of tasks undertaken while engaged in a relevant internship experience; 3. Develop independently a critical but sensitive review of the host organisation with reference to relevant theory, practice and empirical research; 4. Design and prepare a report for the benefit of the host organisation that is likely to lead to a creative and workable solution and which draws upon the content of the Bachelor of Business (Business Administration Major) curriculum, or prepare an essay that critically reviews the internship experience in the context of the Bachelor of Business (Business Administration) curriculum; 5. Incorporate a Biblical Christian worldview into knowledge about the Business Administration discipline; 6. Make an oral presentation to peers and lay people; and 7. Communicate at an appropriate tertiary standard; with special attention to design elements, grammar, usage, logical relations, style, presentation and referencing.
Assessment tasks	<p>Task 1: Internship/Project proposal Word Length/Duration: 900 words Weighting: 10% Learning Outcomes: 1, 2, 7 Assessed: Weel 2</p> <p>Task 2: Interim business report Word Length/Duration: 800 words Weighting: 20% Learning Outcomes: 1-5, 7 Assessed: Week 8</p> <p>Task 3: Final business report and Oral presentation Word Length/Duration: 4500 words - Final business report 1 hour - Oral presentation Weighting: 70% Learning Outcomes: 1-7 Assessed: Week 13</p>