

Victoria University of Wellington



MASTER OF PUBLIC POLICY PROGRAMME

MAPP 582

INTERNSHIP

(15 points)

2005 COURSE OUTLINE

Co-ordinator:

Associate Professor Bill Ryan

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Other Contributors:

Sponsor (supervising manager)

Administrator:

Darren Morgan

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Dates, Times and Locations

As agreed with the sponsor in the Internship Agreement.

Course Objectives

By the completion of this course, the candidate will have:

- Acquired practical experience of a public policy issue that is relevant to their study programme.
- Acquired the ability to link theory to practice in a relevant area of public policy.

Readings

As required.

Course Structure

In Internship will be governed by the Internship Agreement drawn up between the candidate, the sponsor and the academic convenor and completed before the Internship commences. It will specify the learning outcomes for the candidate and the project/task to be undertaken. This will usually entail 100-150 hours of work as agreed with the sponsor, usually undertaken at the offices of the sponsor, as per the terms of the Internship Agreement. The candidate and the convenor will meet periodically over the duration of the internship as required.

Assessment

The candidate is required to submit a report of no less than 2000 words to the convenor at the completion of the Internship, reflecting on the extent to which the learning objectives identified in the Internship Agreement have been met. The sponsor is also required to provide a brief report indicating whether the project/task has been successfully completed. If both reports are satisfactory, the candidate will be deemed to have passed the course (Pass/Fail only).

General University policies and statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the VUW website at: www.vuw.ac.nz/policy/studentconduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/staffconduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy, which is published on the VUW website: www.vuw.ac.nz/policy/academicgrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

‘Someone else’s work’ means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students and staff, information from the Internet, software programs and other electronic material, designs and ideas. It also includes the organisation or structuring of any such materials.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning,
- suspension from class or university,
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism, and how to avoid it, on the University’s website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available.

Disability Support Services are located on Level 1, Robert Stout Building, Telephone: (04) 463 - 6070, Email: disability@vuw.ac.nz.

The name of your School’s Disability Liaison Person is in the relevant prospectus or can be obtained from the Administrative Assistant.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, the following staff members will either help you directly or quickly put you in contact with someone who can.

Staff

Location

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| FHSS | Ann McDonald | Student Support Coordinator, 2 Wai - te - ata Road |
| Law | Kirstin Harvey | Old Government Building, room 103 |
| Science, and Architecture and Design | Liz Richardson | Cotton Building, room 150 |
| Commerce and Administration | Colin Jeffcoat | Railway West Wing, room 119 |
| Kaiwawao Maori | Liz Rawhiti | Old Kirk Building, room 007 |
| Manaaki Pihipihinga | Melissa Dunlop | 14 Kelburn Parade, room 109D |
| Victoria International | Anne Cronin | 10 Kelburn Parade, room 202 |

The Student Services Group is also available to provide a variety of support and services. Find out more at: www.vuw.ac.nz/st_services/ Email student-services@vuw.ac.nz.

VUWSA employs two Education Co-ordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, Telephone: (04) 463 - 6983 or (04) 463 - 6984, Email education@vuwsa.org.nz.