

School of Government

MMPM 552 / MAPP 582 / STRA 521
INTERNSHIP
(15 Points)

Trimester F 2007

COURSE OUTLINE

Contact Details

Course Coordinator: **Dr Russell Harding**
Room RH 817, Level 8, Rutherford House, Pipitea Campus
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Russell is responsible for working with you to provide advice and to work with you to arrange an internship within the public sector to support your learning objectives. Russell is the point of contact between the School of Government and the internship sponsor.

Other Contributors: **Sponsor (supervising manager)**

Senior Programme Coordinator: **Raewyn Baigent**
Room RH 803, Level 8, Rutherford House, Pipitea Campus
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Raewyn looks after administrative matters such as enrolment, fees and tracking your progress.

Dates, Times and Locations

As agreed between the candidate, School of Government and the internship sponsor. Details will be documented in a formal Internship Agreement.

In some instances, specific internships are arranged directly by candidates and in others the School of Government will assist with a placement. In either case, the School of Government has an interest in a successful experience for candidates and sponsoring organisations.

Course Objectives

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

- Acquired practical experience in a public sector organisation;
- Augmented their study programme with practical experience; and.
- Demonstrated the ability to link theory and practice.

Course Content and Expected Workload

This course will consist of an internship within a public sector organisation. Generally, the candidate will undertake the internship at the offices of the sponsoring organisation.

The internship will be governed by a formal Internship Agreement drawn up between the candidate, the sponsor and the course coordinator. The agreement is to be completed **prior** to the commencement of the internship. It will specify the learning outcomes for the candidate and the project/task to be undertaken for the internship sponsor.

The internship will entail about 150 hours of work as agreed between the candidate, the sponsor and the course coordinator. The candidate and course coordinator will meet during the internship as required.

Readings

There are no specified readings. Candidates may be required to undertake background reading for the specific project undertaken for the internship.

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course, you are required to:

1. submit an Internship Proposal
2. complete an Internship Agreement **prior** to the commencement of the Internship
3. submit a final report by the date specified in the Internship Agreement

Assessment Requirements

Your grade will be based on a final report. However, there is an additional requirement to complete an internship proposal and to have this documented in an agreement prior to the commencement of the internship.

INTERNSHIP PROPOSAL

Prior to the commencement of any internship, an Internship Proposal must be completed. The proposal must specify the following:

1. Candidate's Name

This is your name.

2. Sponsoring Organisation's Name

This is the name of the organisation in which the internship will take place.

3. Project Manager's Name

This is the name of the manager within the sponsoring organisation to whom you will be reporting for the outcomes or deliverables of the internship.

4. Internship Project/Task Title

This will be the same title that you use for the final report. It should be a short, descriptive title which captures the nature of the internship and your learning objectives.

5. Project Background/Description

This should provide a narrative of the internship project or task in sufficient detail that someone with no experience of the sponsoring organisation can understand.

6. Project/Task Deliverables/Outcomes

This should provide a description of the deliverables or outcomes that are to be supplied to the sponsoring organisation. Again, sufficient detail is required so that someone with no knowledge of the sponsoring organisation can easily understand. Deliverables or outcomes may take the form of a report, compiled information or a presentation. This should not be confused with the final report which is required to be submitted to the School of Government for a final grade for the course.

7. Learning Objectives

These are the heart of this course and should be constructed in consultation with the course coordinator. You should specify two or three learning objectives. These should be based on your studies and should seek to explore some theoretical aspect of your studies in a practical environment.

8. Comparison of Learning Objectives with MPM/MPP/MSS Objectives

Demonstrate how the learning objectives you have identified fit with the broader objectives of your degree programme.

9. Reporting Arrangements

There will be a face-to-face meeting at the signing of the Internship Agreement between the candidate, the sponsoring manager and the course coordinator. There should be one further meeting between the course coordinator and the candidate during the internship.

Your Internship Proposal must be submitted to the course coordinator by email or in hard copy.

**** NOTE that the final date for withdrawal with a refund from this course is 9 March 2007. If you have not produced a satisfactory internship proposal by this date, you may be advised to withdraw and re-enrol in a later trimester.**

INTERNSHIP AGREEMENT

This will take the form of a letter to be signed by the candidate, the project manager in the sponsoring organisation and the course coordinator. The agreement will specify:

- The duration of the internship, both numbers of hours and length;
- The physical location of the internship;
- The deliverables/outcomes expected of the candidate by the sponsoring organisation;
- The form and timing for providing the deliverables/outcomes to the sponsoring organisation;
- The reporting requirements between the three parties;
- The learning objectives; and
- The due date for submission of the Final Report to the course coordinator.

FINAL REPORT

The final report, of not less than 2000 words, is worth 100 percent of your final grade. It should be completed in accordance with the Internship Agreement.

The final report should provide a reflection on the extent to which the learning objectives identified in the Internship Agreement have been met.

The sponsor project manager 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).

The Final Report must be submitted, either by email or hard copy, to the course coordinator by the date specified in the Internship Agreement.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean. VUWSA Education Coordinators are available to assist in 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 at 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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- An oral or written warning
- Cancellation of your mark for an assessment or a fail grade for the course
- Suspension from the course or the University.

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

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine Turnitin (www.turnitin.com). Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work may be copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the Course Coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Students with Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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 (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS 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 School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (telephone (04) 463 6983 or (04) 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or telephone (04) 463 5233 extension 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.