

School of Government

PUBL 482 INTERNSHIP (15 Points)

Trimester 2 2008

COURSE OUTLINE

Names and Contact Details

Course Coordinator: **Dr Russell Harding**
Rutherford House, Level 8, Room 817, Pipitea Campus
Telephone: (04) 463 7488
Fax: (04) 463 5454
Email: russell.harding@vuw.ac.nz

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)**

Administrator: **Mara Robertson**
Rutherford House, Level 8, Room 821, Pipitea Campus
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Fax: (04) 463 5454
Email: mara.robertson@vuw.ac.nz

School of Government Office Hours: 8.30am to 5.00pm, Monday to Friday

Trimester Dates

Monday 7 July 2008 to Saturday 8 November 2008.

Class Times and Room Numbers

As agreed between the candidate, course coordinator and the internship sponsor. Details will be documented in a formal Internship Agreement.

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

This course will consist of an internship within a public sector organisation of non-governmental 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.

Expected Workload

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. Candidates will complete a work project for the sponsoring agency, and a final report to be submitted to the course coordinator.

Readings

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

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 Placement

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.

Candidates arranging their own Internships should forward an Internship proposal to the course coordinator prior to commencement of the Internship. 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 Honours 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 may be submitted to the course coordinator by email or in hard copy.

Internship Agreement

All Internships will be governed through an Internship Agreement signed by the candidate, the course coordinator and the supervisor in the sponsoring organisation. 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.

Internship Deliverables

The deliverable work product for the sponsoring agency will be specified in the Internship Agreement along with the due date and delivery format.

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 learning objectives contained in 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.

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

Penalties

All project work and reports associated with Internships undertaken in Trimester 2 2008 are required to be submitted by 5.00pm on Friday 7 November 2008. Failure to meet this deadline will result in a Fail grade for the course.

Assignments are due by the designated time and date to avoid a penalty. Five marks will be deducted for every day an assignment is overdue. Assignments submitted after seven days will not be accepted.

Pre-arranged extensions for valid reasons of illness or family circumstances will usually be granted. The course coordinator should be advised of these circumstances at the earliest time prior to the due date.

Mandatory Course Requirements

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

1. submit an Internship Proposal (if arranging your own Internship);
2. complete an Internship Agreement **prior** to the commencement of the Internship;
3. complete a work assignment for the sponsoring organisation as specified in the Internship Agreement;
4. submit a final report by the date specified in the Internship Agreement;
5. receive a satisfactory report from the supervising manager in the sponsoring agency.

Students who fail to satisfy the mandatory requirements for passing this course, other than the requirement to obtain a C grade overall, will not receive a graded result, and their records will show a “K” (fail due to not satisfying mandatory course requirements, even though the student’s course requirements reached the level specified for a pass).

To pass PUBL 482 a student must meet the mandatory requirements and achieve at least a total of 50 percent over all the assessment.

Communication of Additional Information

Additional information may be provided in person, by post or by email.

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 on the ground floor (EA005). This counter is the first point of contact for:

- 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.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://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.

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 or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 students or staff.

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

Note: including the work of others will not be considered plagiarism as long as the work 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:

www.victoria.ac.nz/home/studying/plagiarism.html

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 phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.