

School of Government

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

Trimester F / 2009

COURSE OUTLINE

Names and Contact Details

Course Coordinator: **Dr Russell Harding**
Room RH 804, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 7488
Fax: (04) 463 5454
Email: russell.harding@vuw.ac.nz

Administrator: **Darren Morgan**
Room RH 821, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5458
Fax: (04) 463 5454
Email: darren.morgan@vuw.ac.nz

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

Trimester Dates

This internship is completed over two consecutive trimesters.

Trimester F/2009 covers the period of trimesters 1 **and** 2/2009.

The dates for trimester F/2009 are Monday 2 March to Saturday 14 November 2009.

Class Times and Room Numbers

No formal classes are associated with this course. The internship course takes place in consultation with the course coordinator and at the premises of the agency in which the internship occurs.

Withdrawal Dates

Students giving notice of withdrawal from this course after **Friday 13 March 2009** will NOT receive a refund of fees.

Students giving notice of withdrawal from this course after **Friday 21 August 2009** are regarded as having failed the course, unless the Associate Dean subsequently gives approval to withdraw.

Notice of withdrawal must be in writing / emailed to the Masters Administrator. Ceasing to attend or verbally advising a member of staff will NOT be accepted as a notice of withdrawal.

Course Content

An internship is a structured, supervised placement within a department or agency, to achieve particular educational objectives. It provides an experiential opportunity to explore the linkages between theory and practice. Internships are not compulsory, and should be undertaken as a part of achieving a student's educational objectives. The focus of an internship is the synthesis between theory and practice.

In this regard, it is important to note that an internship is not professional development. This is usually training based and should be undertaken in the normal course of employment. Neither is an internship designed to fill skills gaps or to develop new skills. This too should be undertaken in the normal course of employment. Finally, an internship is not a replacement for a secondment, which can be arranged in conjunction with career development. What distinguishes an internship from these organisational experiences is the academic component which provides the focus for the internship.

Course Learning Objectives

By the end of this course, students should be able to:

- Critically evaluate the relationship between theory and practice in public management/public policy/strategic studies;
- Appreciate the contribution of theory to practice;
- Analyse the divergence (where applicable) of practice from theory; and
- Integrate this perspective into their own practice.

Expected Workload

The internship covers 150 hours, to be completed over a period from one to three months. It is important to ensure that agency placement and completion of course requirements occur within the enrolment period selected. Please discuss this with the Internship Convenor at an early opportunity.

Readings

As each internship is different, there are no specified readings for this course. However, students are expected to have read widely in the literature surrounding the theory that is the focus of the internship.

Internship Placement

Choice of host agency is subject to approval of the Internship Convenor. Approval will be based on the fit of the agency to the educational objectives contained in the internship proposal. The School does not usually have a prearranged list of opportunities for internships, but seeks to organise placements to meet students' educational objectives. Students are encouraged to contribute actively to identify placement opportunities which are consistent with their educational objectives. However, no approaches to departments or agencies are to be made without the permission of the Internship Convenor.

NOTE: Sometimes it may not be possible to match student educational objectives with a placement. In this case, the Internship Convenor will give sufficient notice to allow a student to withdraw from this course and have sufficient time to substitute another course.

NOTE: It is important that agencies benefit from having an intern in their organisation. The Internship Convenor will assess whether the student has the prerequisite background for a successful outcome. In particular, agencies expect interns to have a professional standard of written and oral communication, and familiarity with the institutions and processes affecting their organisation. Internship opportunities take time to initiate, it is important to discuss your interest at an early stage with the Internship Convenor. Internship opportunities can rarely be arranged on short notice.

Internship Agreement

An internship is governed by an internship agreement concluded between the student, the supervisor in the host agency and the Internship Convenor. The agreement specifies the deliverables of the internship, their format and timing of delivery. Conclusion of an agreement is required *prior* to the commencement of the internship. Students are expected to take the lead in drafting, circulating and arranging for signatures on these agreements. The course coordinator will supply a template.

Assessment Requirements

Students will be assessed on an internship proposal, a final report and a report from the agency supervisor of the internship. This course is assessed on a graded basis per the Victoria University *Assessment Handbook*.

The purpose of assessment is three-fold: 1) to ensure students have met the standard of work required of the course; 2) to give feedback on a student's performance to assist with future study; and 3) to provide the course coordinator with feedback on the internship course. Students will be assessed on the basis of their individual work.

Summary of Assessment Requirements				
Assignment	Type	Indicative length	Due Date	Percentage of Overall Mark
Internship proposal	Written	1,000 words	Monday 2 March 2009	30 percent
Final report	Written	5,000 words	Friday 16 October 2009	60 percent
Manager's report	Written	Reporting form	Friday 23 October 2009	10 percent

1. Prepare an internship proposal of not less than 1,000 words which:

- Explains how an internship contributes to the objectives of the student's overall study;
- Describes a theory or concept of interest to the student which is the focus for the internship;
- Explicitly describes the theory-practice linkage to be elucidated or illustrated by the experiences gained through the internship.

This assignment will be assessed based on the quality of the writing, the thoroughness of the description of the theory or concept, and the closeness of the connection made between elucidation of the theory or concept and access to a practice-based internship.

2. Prepare a report on the internship which explicitly addresses the linkage between theory and practice. The theoretical component of this is to be based on the internship proposal. Compare and contrast the theory as presented in the literature and as observed in practice during the internship. Explain the divergence (if any) between the two. Based on the internship, what have you learned that will inform your own practice?

This assignment will be assessed based on the quality of the writing and on the quality of analysis in reflecting on theory and practice.

3. Arrange for a report from the supervising manager of the internship on the supplied form.

Please submit all three assignments IN HARD COPY to:

Post Experience Programmes,
School of Government,
Victoria University of Wellington,
Level 8 Reception,
Rutherford House,
23 Lambton Quay,
P.O. Box 600,
Wellington.

Assignments that are submitted in person should be placed in the secure box at School of Government reception (Level 8, Rutherford House) during office hours of 8.30am to 5.00pm, Monday to Friday. The assignment box is cleared daily, and assignments will be date stamped.

Students should keep a copy of all submitted work.

Penalties

The ability to plan for and meet deadlines is a core competency of both advanced study and public management. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks may be deducted where assignments are submitted after the due date. For out of town students, two calendar days' grace is given to allow for time in the post.

If ill-health, family bereavement or other personal emergencies prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. Note that this applies only to extreme unforeseen circumstances and is not necessarily awarded. You should let your Course Coordinator know as soon as possible in advance of the deadline if you are seeking an extension.

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 commencing the internship; and
3. Submit a final report by the due date.

Communication of Additional Information

Additional information may be provided in person, by telephone, post, or 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 (EA 005). 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 www.turnitin.com. Turnitin is an online 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 mis-referencing, 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 University 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.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 University. 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 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.