

## School of Government

# PUBL 482 INTERNSHIP (15 Points)

Trimester Two 2010

## COURSE OUTLINE

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### Names and Contact Details

**Course Coordinator:** **Associate Professor Bill Ryan**  
Rutherford House, Level 8, Room 801, Pipitea Campus  
Telephone: (04) 463 5848  
Fax: (04) 463 5454  
Email: [bill.ryan@vuw.ac.nz](mailto:bill.ryan@vuw.ac.nz)

Bill 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. Bill 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  
Telephone: (04) 463 6599  
Fax: (04) 463 5454  
Email: [mara.robertson@vuw.ac.nz](mailto:mara.robertson@vuw.ac.nz)

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

### Trimester Dates

**Teaching Period:** Monday 12 July to Friday 5 November 2010

## **Class Times and Room Numbers**

The internship course takes place in consultation with the course coordinator and at the premises of the agency in which the internship occurs. While no formal classes are scheduled, occasional meetings of the class will take place at the beginning of the trimester. These will be advised by the course coordinator.

## **Withdrawal Dates**

Your fees will be refunded if you withdraw from this course on or before **23 July 2010**.

The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **Friday 24 September**. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute <http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf>

To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

## **Eligibility**

This course is available only to students enrolled in the Honours programme in Public Policy.

## **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. The focus of an internship is the relationship between theory and practice in public policy.

In this regard, it is important to note that an internship is not professional development. Neither is an internship designed to fill skills gaps or to develop new skills. Finally, an internship is not a replacement for a secondment. These are undertaken in the normal course of career development during employment. 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 policy;
- Appreciate the contribution of theory to practice;
- Analyse the divergence (where applicable) of practice from theory.

## **Course Delivery**

No formal classes are associated with this course. This course is an independent research course.

## **Expected Workload**

The internship covers 150 hours within a government agency or non-governmental organisation, to be completed during the trimester.

## **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 course coordinator. Approval will be based on the fit of the agency to the educational objectives established in the first assignment. The School does not 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 course coordinator.

It is important that agencies benefit from having an intern in their organisation. The course coordinator 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 Agreement**

The internship is governed by an internship agreement concluded between the student, the supervisor in the host agency and the course coordinator. 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.

<b>Summary of Assessment Requirements</b>				
<b>Assignment</b>	<b>Type</b>	<b>Indicative length</b>	<b>Due Date</b>	<b>Percentage of Overall Mark</b>
<b>Internship proposal</b>	<b>Written</b>	<b>2,000 words</b>	<b>Friday 30 July 2010</b>	<b>30 percent</b>
<b>Final report</b>	<b>Written</b>	<b>5,000 words</b>	<b>Friday 29 October 2010</b>	<b>60 percent</b>
<b>Manager's report</b>	<b>Written</b>	<b>Reporting form</b>	<b>Friday 5 November 2010</b>	<b>10 percent</b>

1. Prepare an internship proposal of not less than 2,000 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.

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

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

**Please submit all assignments via the Blackboard website established for this course.**

**Students should keep a copy of all submitted work.**

*Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.*

## **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;
4. Arrange a brief report on the Internship from the sponsoring manager.

## **Deadlines and Failure to Meet Due Dates**

The ability to plan for and meet deadlines is a core competency of both advanced study and public policy. 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 submit assignments by the due date. Marks will be deducted at the rate of five per cent for every day by which the assignment is late and no assignments will be accepted after five working days beyond the date they are due. For example, if you get 65 percent for an assignment, but you handed it in on Monday when it was due the previous Friday, you will get a mark of 50 percent.

If ill-health, family bereavement or other personal circumstances beyond your control 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. You should let your course coordinator know as soon as possible in advance of the deadline (if circumstances permit) if you are seeking an extension. Where an extension is sought, evidence, by way of a medical certificate or similar, may be required by the course coordinator.

## **Communication of Additional Information**

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

## **Other Information**

For the following important information follow the links provided:

### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

### **General University Policies and Statutes**

<http://www.victoria.ac.nz/home/about/policy>

### **AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

### **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)