

**School of Government**  
**PUBL482 INTERNSHIP**  
**(15 Points)**  
**Trimester 2 / 2012**  
**COURSE OUTLINE**

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**Names and Contact Details**

- Course Coordinator:**     **Associate Professor Bill Ryan**  
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- School Office Hours:**     8.30am to 5.00pm, Monday to Friday

**Trimester Dates**

- Teaching Period:     Monday, 16 July to Friday 19 October 2012  
Study Period:         Monday, 22 October to Thursday 25 October 2012 (Monday, 22 October is Labour Day, a public holiday)  
Examination Period:   Friday, 26 October to Saturday, 17 November 2012 (inclusive)

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. Please discuss this with the Course Coordinator at an early opportunity.

## **Withdrawal from Course**

Your fees will be refunded if you withdraw from this course on or before **Friday, 27 July 2012**.

The standard last date for withdrawal from this course is **Friday, 28 September 2012**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

## **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.

## **Eligibility**

[This](#) course is **not available** to students who have worked in, or who currently work in, the New Zealand State Sector.

## **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.

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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.

## **Course Delivery**

This course involves one-on-one interaction with the Course Coordinator, and 150 hours spent in the offices of the sponsoring organisation.

## **Expected Workload**

The internship covers 150 hours, to be completed over a period from one to three months.

## **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 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 Course Coordinator.

**NOTE:** Sometimes it may not be possible to match student educational objectives with a placement. In this case, the Course Coordinator 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 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 opportunities take time to initiate, it is important to discuss your interest at an early stage with the Course Coordinator. 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 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>
Internship proposal	Written	2,000 words	Two weeks following the internship commencement	30%
Final report	Written	5,000 words	No later than 30 days after the completion of the internship	60%
Manager's report	Written	Reporting form	No later than 30 days after the completion of the internship	10%

1. Prepare an internship proposal of 2,000 words which:
  - Describes a theory or concept of interest to the student which is the focus for the internship;
  - Explicitly describes the expected 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 assessment items directly to the Course Coordinator BY EMAIL to [bill.ryan@vuw.ac.nz](mailto:bill.ryan@vuw.ac.nz) .**

### **Quality Assurance 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.

**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.

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, 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.

### **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, email or Blackboard.

## **Academic Integrity, Plagiarism, and the Use of Turnitin**

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, you must still acknowledge your sources fully and appropriately. This includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the Internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Acknowledgement is required for all material in any work submitted for assessment unless it is a 'fact' that is well-known in the context (such as "Wellington is the capital of New Zealand") or your own ideas in your own words. Everything else that derives from one of the sources above and ends up in your work – whether it is directly quoted, paraphrased, or put into a table or figure, needs to be acknowledged with a reference that is sufficient for your reader to locate the original source.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people's intellectual property and lying about whose work it is. This is why plagiarism is prohibited at Victoria.

If you are found guilty of plagiarism, you may be penalised under the Statute on Student Conduct. You should be aware of your obligations under the Statute, which can be downloaded from the policy website ([www.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)). You could fail your course or even be suspended from the University.

Plagiarism is easy to detect. The University has systems in place to identify it.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine [www.turnitin.com](http://www.turnitin.com). Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

There is guidance available to students on how to avoid plagiarism by way of sound study skills and the proper and consistent use of a recognised referencing system. This guidance may be found at the following website: [www.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx).

If in doubt, seek the advice of your Course Coordinator.

**Plagiarism is simply not worth the risk.**

**For the following important information, follow the links provided**

**Academic Integrity and Plagiarism**

[www.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx)

**General University Policies and Statutes**

Find key dates, explanations of grades and other useful information at

[www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study)

Find out about academic progress and restricted enrolment at

[www.victoria.ac.nz/home/study/academic-progress.aspx](http://www.victoria.ac.nz/home/study/academic-progress.aspx)

The University's statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the Calendar webpage at

[www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

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

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

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

**Faculty of Commerce Office**

[www.victoria.ac.nz/vbs/studenthelp/](http://www.victoria.ac.nz/vbs/studenthelp/)

**Te Pūtahi Atawhai**

**Maori and Pacific Mentoring Programme**

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