TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

MMPM 552 / MAPP 582
INTERNSHIP
(15 Points)

Trimester J / 2014
(2/2014 + 3/2014)

COURSE OUTLINE

Names and Contact Details

Course Coordinator: **Associate Professor Bill Ryan**
Room RH 801, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463 5848
Fax: (04) 463 5454
Email: bill.ryan@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 Office Hours: 8.30am to 5.00pm, Monday to Friday

Trimester Dates

Trimester J/2014 covers the period of trimesters 2/2014 **AND** 3/2014, as follows:

From Monday 14 July 2014 to Saturday 21 February 2015

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 Course Coordinator at an early opportunity.

Withdrawal from Course

Formal notice of withdrawal must be in writing on a Course Add/Drop form (available from either of the Faculty's Student Customer Service Desks or from the course administrator). Not paying your fees, ceasing to attend lectures or verbally advising a member of staff will NOT be accepted as a formal notice of withdrawal.

1. Your fees will be refunded if you withdraw from this course on or before **Friday 25 July 2014**.

2. The standard last date for withdrawal from this course is **Friday 9 January 2015**. 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.

Prescription

A structured practicum designed to elucidate and illustrate a relevant area of theory.

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.

In this regard, it is important to note that an internship is not professional development – which 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. Finally, an internship is not a replacement for a secondment. 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;
- 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 spending time completing an agreed deliverable in the offices of the sponsoring organisation, combined with one-on-one interaction with the Course Coordinator.

Expected Workload

The internship covers 150 hours, to be completed over a period from one to three months as arranged, where approximately 130 hours are spent in the offices of the sponsoring organisation.

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 between the proposed agency, the interests and capabilities of the student and the educational objectives of the internship. The student identifies their interests to the coordinator and come to a decision about appropriate organisations to approach. The coordinator usually negotiates the first stages of contact with the potential sponsor. Once in principle agreement has been reached, the student and the sponsor are brought together to negotiate the details of the internship, at which point an agreement is created and signed.

It is important that agencies benefit from having an intern in their organisation. Before enrolment is confirmed, 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 usually take several weeks to organise so it is important to discuss your interest at an early stage with the Course Coordinator.

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

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf .

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

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	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 assignments directly to the Course Coordinator BY EMAIL to bill.ryan@vuw.ac.nz .

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.

Students who receive an overall course mark of 50% or better but fail to satisfy the mandatory requirements, will not receive a pass grade. Instead, they will be given a K grade (fail due to not satisfying mandatory course requirements).

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat .

Communication of Additional Information

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

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). 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 . 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 .

If in doubt, seek the advice of your Course Coordinator. **Plagiarism is simply not worth the risk.**

School of Government Service Standards

Good learning and teaching outcomes for students in School of Government courses depend on many factors, including open, transparent and accountable relationships between teaching and support staff, and students in their various activities. The following service standards indicate some of the key expectations that teaching staff and students can have of each other. In all cases, they represent what the School believes should be 'normal' practice; exceptional circumstances can and will be negotiated as required.

Please note that there are University-wide policies relating to assessment – including rights of review and appeal. Details may be found in the Assessment Handbook (which is reviewed and updated from time to time – www.victoria.ac.nz/about/governance/dvc-academic/publications).

In general terms, any concerns that a student or students may have should be raised with the course coordinator in the first instance. If that course of action is not appropriate, the School's programme support staff will direct you to the relevant Programme Director/Coordinator.

Standards relating to staff timeliness of responses to email and phone queries:

- Email or phone queries from students will be responded to in 48 hours

Standards relating to availability of course materials:

- Students on modular or intensive courses will usually have course materials at least 4 weeks before the course starts
- Students on weekly courses will usually have course materials available on the first day of the course

Standards relating to attendance:

- It is expected that students will attend all contact teaching sessions for a course. If a student is aware that they will be unable to attend part of a course prior to it commencing, they are required to advice the course coordinator. In such a situation, the student may be declined entry into the course.
- Where a course coordinator approves some non-attendance before the class commences, the course coordinator may set additional item(s) of assessment of learning and teaching objectives for the course for students unable to attend. Advice relating to the submission and assessment of any such additional assessment will be provided by the course coordinator.

Variations to the assessment details provided in the course outline:

- Any variation to the assessment details in the course outline will be formally agreed between the course coordinator and students at the earliest possible time, preferably at the beginning of the course.

Standards relating to assignments – turnaround and feedback:

- Unless otherwise agreed between students and the course coordinator, items of assessment will be marked within 15 working days of submission.
- Comments on pieces of assessment will allow students to understand the reasons for the mark awarded, relative to the teaching and learning objectives specified in the course outline, and will usually include advice on how the student can improve their grades in future assignments.

Student Feedback

Student feedback on University courses may be found at
www.cad.vuw.ac.nz/feedback/feedback_display.php .

Link to General Information

For general information about course-related matters, go to
www.victoria.ac.nz/vbs/studenthelp/general-course-information .

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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