



SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME

TRIMESTERS 1 AND 2, 2008

**POLS 428: DIRECTED INDIVIDUAL STUDY — PARLIAMENTARY INTERNSHIP
CRN 8679**

- COURSE COORDINATORS:** Professor Stephen Levine;
Professor Nigel S. Roberts and Dr Jon Johansson (Assistant Course Coordinators).
- ROOMS:** Stephen Levine: MY 534
Nigel Roberts: MY 533; Jon Johansson: MY 507.
- PHONES:** Stephen Levine: 463-6099
Nigel Roberts: 463-5288; Jon Johansson: 463-5233 ext 8506.
- EMAILS:** Stephen.Levine@vuw.ac.nz; Nigel.Roberts@vuw.ac.nz; Jon.Johansson@vuw.ac.nz
Note: Emails about POLS 428 *must* have POLS 428 in the subject line; if they don't, they are liable to be deleted as spam.
- LECTURE TIMES:** Trimesters 1 and 2: Fridays, 3:10-4.50 p.m.
- VENUES:** MY 631 (in the Murphy Annexe) *and* in various venues at Parliament.
- OFFICE HOURS:** During the 1st trimester, Stephen Levine's office hours will be Mondays 3:00-4.00 and Tuesdays 2:00-3.00; and during the second trimester, Mondays 3.00-4.00 and Fridays 2.00-3.00 – or by appointment (email).
- ADDITIONAL INFORMATION:** Information about any changes to the timetable or programme will be announced in lectures and posted on the Political Science notice board, 5th floor, Murphy Building.
- COURSE CONTENT:** This course provides Honours students with opportunities to gain insights into the parliamentary process, the roles and responsibilities of Members of Parliament, the functions and activities of parliamentary research units, the conduct of select committees and the activities of parliamentary parties.
- The course provides a means for Honours students to learn about the parliamentary process through first-hand involvement within the institution itself. As in all Honours courses, the course also seeks to strengthen students' ability to carry out independent research and to prepare research papers.
- COURSE OBJECTIVES:** Students passing the course should have a good knowledge of the New Zealand parliamentary process; be familiar with important issues relating to possible changes to Parliament or parliamentary procedure; and be able to carry out their own research into topics relating to Parliament, or the role of MPs, or other aspects of the parliamentary process.
- ASSESSMENT:** Research paper: 50%
Seminar presentation: 20%
Final Examination (3 hours): 30%

- ASSESSMENT AIMS:** There are two main aims: (a) to assess your knowledge and understanding of selected topics in relation to the parliamentary process; and (b) to assess your analytical and research abilities. The examination assesses your overall grasp of selected topics in relation to the parliamentary process. The research paper assesses your capacity to carry out independent research on a topic relating to Parliament and to prepare a scholarly paper. The essay/seminar presentation provides an opportunity to look more briefly at topics related to the parliamentary process.
- MANDATORY COURSE REQUIREMENTS:** Satisfactory attendance at course meetings. Submission of all in-term work by the uniform deadline date for all course work and research papers set by the Political Science and International Relations programme — namely, **5pm on Monday, 6 October 2008**.
- SEMINARS AND CLASSES:** There will be regular seminar meetings, which will provide an opportunity both to discuss students' experiences as parliamentary interns and to look more broadly at theoretical and political issues relating to Parliament and the work of MPs.
- INTERNSHIPS:** Students enrolling in the course should have some background in New Zealand politics or in the study of parliamentary institutions. It is essential, too, for students to ensure that they have sufficient time to work with MPs during the normal course of a week. While the actual hours will vary from one internship to another, students should expect to make a commitment of roughly one day per week to working in Parliament.
- RESEARCH PAPER:** Approximately 10,000 words in total. The total written (in-term) work for the research paper and any other papers may not exceed 15,000 words. Research papers may be related to the work being carried out as part of a student's internship. The research paper must be submitted no later than **5pm on Monday, 6 October 2008**.
- Students will also be expected to give an oral presentation of their research paper, reviewing their research work and discussing their findings. These research paper-related presentations will not be assessed: they are designed to assist the other class members in learning more about the subject matter of the course. The presentations may also provide students with an opportunity to gain some additional insights into their topic before submitting the final version of the research paper for assessment.
- SEMINAR PRESENTATION:** As noted in the section at the foot of page 1 entitled **ASSESSMENT**, students are also required to give a formal seminar presentation, which is worth 25% of each student's overall POLS 428 grade. These presentations will be in the 2nd trimester, and must be on a topic different from that of your research paper.
- FINAL EXAM:** The final exam (which will be a closed book exam) will be a three-hour examination run by the Faculty of Humanities and Social Sciences. The final examination paper will comprise a range of questions drawn from the weekly seminar discussions and presentations. You will have a choice of questions and will be asked to write essays on two of them. Each question will be of equal weight. The examination is worth 30% of your final grade. The exam will be scheduled sometime during the exam period 13 October – 7 November 2008.
- READINGS:** There is no required set text.
- There are, of course, numerous published studies of the New Zealand Parliament and of overseas legislative institutions. While the principal focus and purpose of the course has to do with providing an opportunity for students to gain experience within Parliament — with MPs and within the institution — it is important for this 'work experience' to be complemented by further study of the relevant academic and political literature. This will also be an important feature of the class seminars, the research paper, and the final examination.
- FURTHER DETAILS:** Further relevant details — *i.e.*, important information for all Victoria University of Wellington students taking Humanities and Social Sciences courses — are included in the information on pages 3 and 4.

Workload

It is university policy to indicate the number of hours per week that students might be expected to devote to the course in order to maintain satisfactory progress. The university norm for a full-year, four paper Honours course is 12 hours per week, which is an appropriate guideline for POLS 428.

Penalties

Students will be penalised for late submission of essays – a deduction of 5% for the first day late, and 2% per day thereafter, up to a maximum of 8 days. Work that is more than 8 days late can be accepted for mandatory course requirements but will not be marked. However, penalties may be waived if there are valid grounds (for example, illness [presentation of a medical certificate will be necessary] or similar other contingencies). In all such cases, prior information will be necessary.

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 ones 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: It is however, perfectly acceptable to include the work of others as long as that 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. All cases will be recorded on a central database and severe penalties may be imposed. 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/study/plagiarism.aspx

GENERAL UNIVERSITY STATUTES AND POLICIES:

The University requires that certain information be communicated to students, either in the course outline or electronically (ref. Assessment Handbook 3.3). The current version of this information (adapted for FHSS courses) is below, and has also been saved as a separate document in the Common Folder (M:\Common\Course Administration\Course Outlines). This may be appended to your course outline without alteration.

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* available in hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

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