



**SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS**

**POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME**

**TRIMESTERS 1 AND 2, 2010**

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

**Full Year Course: 1 March to 15 October**

**Trimester Dates**

End of trimester: Saturday 13 November  
End of teaching: Friday 15 October  
Study week begins: Monday 18 October  
Beginning of aegrotat period (2/3): Monday 27 September  
Exam period: Friday 22 October - Saturday 13 November

**Withdrawal dates**

Information on withdrawals and refunds may be found at:  
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

- COURSE COORDINATORS:** Professor Stephen Levine;  
Dr Jon Johansson (Assistant Course Coordinator).
- ROOMS:** Stephen Levine: MY 534  
Jon Johansson: MY 507.
- PHONES:** Stephen Levine: 463-6099  
Jon Johansson: 463-6424.
- EMAILS:** Stephen.Levine@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 Tuesdays 3:00-4.00 and Wednesdays 11.00-12.00; and during the second trimester, Mondays 11.00-12.00 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, 5<sup>th</sup> 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.

**LEARNING 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, **5.00 pm on Friday, 15 October 2010**.

PLEASE NOTE that **15 October** is the **FINAL DATE** on which any written work can be accepted by the Programme, since this is the date on which we must determine whether students have met the course requirements. This means that the provision for late submission with a penalty does not apply beyond this date. Permission to submit work after 15 October must be sought in writing from the Head of Programme, and will only be granted for serious medical reasons (supported by medical certificate), or in case of serious personal crisis.

**NB:** A student who has not satisfied the mandatory course requirements, even if the student's course mark reaches 50%, will receive a fail grade. When a student's overall course mark falls below the minimum pass mark, whether or not the mandatory course requirements have been satisfied, the standard grades of D and E will apply.

**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.

**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 **5.00 pm on Friday, 15 October 2010**.

The research paper should be submitted both in hard copy, with the assignment cover sheet, obtainable from the Political Science and International Relations office; and as an electronic attachment sent by email to the lecturer. When the essays have been marked, they will be

returned (with comments) to students, who will be advised (by email) that they are ready for collection from the Programme office.

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 entitled **ASSESSMENT**, students are also required to give a formal seminar presentation, which is worth 20% 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 22 October – 13 November 2010.

**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.

#### **GRADUATE ATTRIBUTES:**

As with all POLS and INTP courses, the aims and objectives of this course contribute to the attainment of specific attributes in the areas of critical thinking, creative thinking, communication and leadership.

#### **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.

#### **THE USE OF TURNITIN:**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://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 misreferencing, 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.

#### **ACADEMIC INTEGRITY AND PLAGIARISM:**

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work. Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification. The University defines

plagiarism as 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 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.

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>.

### **GENERAL UNIVERSITY STATUTES AND POLICIES:**

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 the Academic Policy and Student Policy sections on <http://www.victoria.ac.nz/home/about/policy>.

This website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates.