



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME

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

TRIMESTER 1 and TRIMESTER 2 2013

4 March to 17 November 2013

Trimester dates

Teaching dates: 4 March to 18 October 2013

Easter break: 28 March to 3 April 2013

Mid-trimester break 1/3: 22-28 April 2013

Mid-trimester break 2/3: 26 August to 8 September 2013

Study week: 21-25 October 2013

Examination/Assessment period: 25 October to 16 November 2013

Withdrawal dates

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds>

Note: This course is partly assessed by an examination which will take place in the examination period in Trimester Two. Attendance at the examination is compulsory and students who are not available for the whole of the examination period (25 October to 16 November) should not enrol for this course.

COURSE COORDINATOR Professor Stephen Levine

ROOMS: Stephen Levine: MY 534
Jon Johansson: MY 507 [assistant course coordinator]

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 404 *and* in various venues at Parliament.

OFFICE HOURS: During the 1st trimester, Stephen Levine's office hours will be Mondays 11:00-12.00 and Fridays 11.00-12.00.

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 PRESCRIPTION:

This course provides a limited number of selected Honours students with the opportunity to gain insights into parliamentary processes, 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. Students who are accepted into this programme will have the opportunity to learn about the parliamentary process by working at Parliament during their honours year.

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 proposal: 10% - due 24 May
 Research paper: 40% - due 18 October
 Seminar presentation: 20%
 Final Examination (3 hours): 30%

RELATIONSHIP TO COURSE OBJECTIVES

There are two main aims to the assessment:

- (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:

- Give a seminar presentation.
- Submission and approval of research proposal
- Submission of research paper by **5.00 pm on Friday, 18 October 2013.**
- Sit the final examination

PLEASE NOTE that permission to submit work after 18 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.

PENALTIES:

Students will be penalised for late submission of written work – 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 at which students are expected to participate which provides 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 PROPOSAL:

The proposal, worth 10%, is due on **24 May 2013**. Further details of the requirements and marking criteria for the research proposal will be provided in the first class.

RESEARCH PAPER:

The research paper, worth 40%, should be approximately 8000 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, 18 October 2013**.

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 Monday to Friday between the hours of 2.00-3.00 pm.

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 EXAMINATION:

The final examination (which will be closed book) 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 examination will be scheduled sometime during the examination period 25 October – 16 November 2013.

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.

EXPECTED WORKLOAD:

In accordance with Faculty of Humanities and Social Science guidelines the overall workload for this course is 300 hours in total for reading, writing, and researching material. This includes 2 hours of seminar per week.

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>

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 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 material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

WHERE TO FIND MORE DETAILED INFORMATION

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study. Find out how academic progress is monitored and how enrolment can be restricted at www.victoria.ac.nz/home/study/academic-progress. Most statutes and policies are available at 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 (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at www.victoria.ac.nz/home/about_victoria/avcacademic.