



FACULTY OF HUMANITIES AND SOCIAL SCIENCES
SCHOOL OF SOCIAL AND CULTURAL STUDIES

Te Kura Mahinga Tangata

Sociology and Social Policy

SOSC 414

Special Topic:

Policy Internship

Course Outline

CRN 11356: 30 POINTS: TRIM 1+2, 2013

Trimester dates: 4 March – 17 November 2013

Teaching dates: 4 March – 18 October 2013

Easter break: 28 March – 3 April 2013

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

Mid-year break: 4 – 14 July 2013

Mid-trimester break trimester 2: 26 August – 8 September 2013

COURSE COORDINATOR: Professor Kevin Dew

Room 1001, Murphy Building

Tel: (04) 4635291

Email: Kevin.Dew@vuw.ac.nz

SOCIOLOGY AND SOCIAL POLICY

SOSC 414 – Special Topic: Policy Internship

COURSE COORDINATOR

Professor Kevin Dew, MY 1001

Phone: 463 5291

Email: Kevin.Dew@vuw.ac.nz

Office hours: By appointment

WEBSITE

The School's website is at: <http://www.victoria.ac.nz/sacs>. On the same page you will find *Sociolog*, <http://www.victoria.ac.nz/sacs/about/sociolog>, a chronicle of reflections written by Sociology, Social Policy, Social Science Research staff and postgraduate students.

OTHER CONTACT INFORMATION

Programme Director - Anthropology	Professor Brigitte Bonisch-Brednich, MY1019 Tel: 463 5064 E-m: brigitte.bonisch-brednich@vuw.ac.nz
Programme Director – Criminology	Associate-Professor Julian Buchanan, MY1118 Tel: 463 9452 E-m: julian.buchanan@vuw.ac.nz
Programme Director – Sociology and Social Policy	Professor Kevin Dew, MY1001 Tel: 463 5291 E-m: kevin.dew@vuw.ac.nz
Head of School:	Dr Allison Kirkman, MY1013 Tel: 463 5676 E-m: Allison.Kirkman@vuw.ac.nz
International Student Liaison:	Dr Hal Levine MY1023 Tel: 463 6132 E-m: Hal.Levine@vuw.ac.nz
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School Manager:	Carol Hogan, MY918 Tel: 463 6546 E-m: Carol.Hogan@vuw.ac.nz
School Administrators:	Suzanne Weaver, Alison Melling, Helen Beaglehole MY921, Tel: 463 5317; 463 5258; 463 5677 E-m: sacs@vuw.ac.nz

COURSE PRESCRIPTION

Approved and supervised voluntary work placement of the student in a public sector agency, private sector establishment, or non-governmental organisation with a predominant focus on social policy issues.

TEACHING/LEARNING SUMMARY

Students will undertake tasks agreed upon by the supervisors, internship agencies and students and report back on these to the supervisor on a weekly basis, when feedback will be provided to the student.

COURSE AIMS

The aim of the course is to provide students with an extended period of supervised voluntary work placement. Workplace activities and topics for assessment will be determined in consultation with the internship organisation and the supervisor of the internee.

COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

1. Understand the issues involved in working in a public sector agency, private establishment or non-governmental organization that primarily focuses on social policy issues.
2. Reflect critically on both the applied and intellectual dimensions of the work experience.
3. Articulate and critically assess issues arising from theoretical understandings of policy making and the practices of policy-making, policy-analysis and/or service delivery.
4. Write a policy-relevant report for the placement agency.

SUPERVISION

Supervisors will be allocated, as far as possible, on the basis of the match between the internship organisation, the student's topic and the supervisor's interests.

ASSESSMENT

The programme director will monitor progress with supervisors and students. Three reports are required and will be assessed by the supervisors. The format of these reports are:

1. A Policy Relevant Report for the Agency - 40%

The topic for this report will be determined in consultation with the internship agency, supervisor and student. This assessment aligns with course learning objectives 1 and 4.

Word length: 4000 words

Due date: 4pm, Friday 13 September 2013

2. A Critical Reflection on the Work Experience - 40%

This reflection can include discussion of theoretical/conceptual issues in relation to the specific internship agency and more general reflections on how these issues relate to wider theoretical concerns in social policy. This assessment aligns with course learning objectives 2 and 3.

Word length: 6000 words

Due date: The **final date** on which this reflection may be accepted is 4pm, Friday 18 October 2013

3. Seminar Presentation - 20%

The seminar presentation will provide an opportunity for the student to summarise their experience in relation to the topic undertaken and/or how the workplace experience provided insight into theoretical and conceptual issues in social policy. If possible the presentation will be organised at a time and place that will allow members of the internship agency to attend. This assessment aligns with all course learning objectives.

Seminar length: 1 hour

Due date: The seminar will be arranged for a time in trimester 2 in consultation with the internship agency and the supervisor

Note: All grades given for in-term work are provisional. Final grades are determined, in conjunction with the external-examiner, at the examiners' meeting in November.

PENALTIES FOR LATE SUBMISSION

Late submissions for student assignments in all Sociology and Social Policy undergraduate courses are subject to a penalty. The exact deduction will be calculated on the basis of one half mark per day late for each 10 marks, i.e. 1 mark will be deducted each day for an assignment worth 20% of the total course mark.

Note: assessment work will not be accepted for marking more than 7 days after the due date or 7 days after an approved extension date. Work must still, however, be submitted to meet the mandatory course requirements.

You are advised to always keep a copy of any work you submit for assessment.

HANDING IN ASSIGNMENTS

Two copies of each of the Policy Report and the Critical Reflection should be handed in - one to the student's supervisor and one to the course coordinator, Professor Kevin Dew.

STUDENTS MUST KEEP A COPY OF EVERY WRITTEN ASSIGNMENT.

The Programme will accept no responsibility for pieces of work claimed to have been handed in.

MANDATORY COURSE REQUIREMENTS

To pass this course, students must: work between 150-200 hours (i.e., at a recommended rate of 10 hours per week for 15-20 weeks including time for preparation), write a 4,000 word research paper based on the work experience (worth 40%), provide a seminar presentation about the work experience (worth 20%), write a work placement report for the agency (worth 40%).

PRACTICUM ARRANGEMENTS

Students who wish to undertake an internship must first determine what agencies are available to supervise an internship. Information on this is available from the programme directors in the School of Social and Cultural Studies. The programme directors are responsible for arranging and approving the placement. Prospective students may be required to undertake an interview with the internship agency.

Once the agency has determined that a student is appropriate to undertake an internship the relevant programme director will arrange supervision. The supervisor will meet with the internship agency at least at the beginning and end of the internship. On-site visits may also be arranged.

The internship agency will provide on-site supervision of the intern.

The student will report back to the supervisor on at least a two-weekly basis. This can be face-to-face contact or contact by telephone or electronic means such as email.

The assessment of the practicum is the responsibility of the University with the possible input from the on-site supervisor.

EXPECTED WORKLOAD

The workload should average 10 hours a week throughout the course. The actual workload will vary at various stages of the internship. Students will be expected to spend between 150 and 200 hours at the internship agency.

GRADES FOR SOCIOLOGY ASSIGNMENTS

The Sociology and Social Policy Programme follows university policy in giving letter grades for all internally assessed work instead of giving numerical marks. The following table sets out the range of marks within which each letter grade is assigned. Your final grade and marks for the course will be an aggregate of the grades you achieve during the course.

PASS	A+	85% or over	FAILURE:	D	40%-49%
	A	80% - 84%		E	Below 40%
	A-	75% - 79%			
	B+	70% - 74%			
	B	65% - 69%			
	B-	60% - 64%			
	C+	55% - 59%			
	C	50% - 54%			

COURSE WITHDRAWAL PROCEDURES

If you decide for ANY reason at ANY stage to withdraw from SOSC 414 (or any other course) please see the Faculty of Humanities and Social Sciences office on the 4th floor of the Murphy Building for an Add/Drop Course form. Failure to do so may have consequences for enrolment, student grants, allowances, loans, etc., i.e. you will get credited with a fail, not a withdrawal on your record if you do not act promptly.

Information on withdrawals and refunds may be found at

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

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/avcademic.

ADDITIONAL SUPPORT

Student Learning and Support also run study skills workshops specific to Māori and Pasifika students which students could be referred to for help:

Information for Māori Students:

www.victoria.ac.nz/st_services/slss/infofor/maoristudents or

www.victoria.ac.nz/st_services/tpa/index

Information for Pasifika students: www.victoria.ac.nz/st_services/slss/infofor/pasifikastudents

or www.victoria.ac.nz/st_services/tpa/index

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>

USEFUL READING

Supervisors will assist with advice on readings specific to the internship.

Office use only

Date Received:

(Date Stamp)

School of Social and Cultural Studies

Te Kura Mahinga Tangata

CULTURAL ANTHROPOLOGY

CRIMINOLOGY

SOCIOLOGY & SOCIAL POLICY

Assignment Cover Sheet

(please write legibly)

Full Name: _____
(Last name) *(First name)*

Student ID: _____ Course (eg ANTH101): _____

Tutorial Day: _____ Tutorial Time: _____

Tutor (if applicable): _____

Assignment Due Date: _____

CERTIFICATION OF AUTHENTICITY

I certify that this paper submitted for assessment is the result of my own work, except where otherwise acknowledged.

Signed: _____ Date: _____