



## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

# FHSS 202: BA INTERNSHIP Course Outline (20 POINTS)

TRIMESTER 3 2013

### Important dates

**Trimester dates:** 18 November 2013 – 23 February 2014

**Teaching dates:** 18 November 2013 – 20 December 2013

**Last assessment item due:** 22 December 2013

**Withdrawal dates:** Refer to [www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds](http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds)

If you cannot complete an assignment or sit a test or examination (aegrotats), refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

### Class times and locations

Pre-placement briefing	Friday 8 November*	2.00pm-4.00pm	Murphy 806
Seminar one	Tuesday 19 November	1.40pm-3.30pm	Murphy 806
Seminar two	Tuesday 3 December	1.40pm-3.30pm	Murphy 806
Seminar three	Tuesday 17 December	1.40pm-3.30pm	Murphy 806

Plus up to 75 hours of unpaid internship between 18 November and 20 December (times to be negotiated with host organisation).

\* An alternative time may be available if prior commitments or examinations prevent students from attending on 8 November.

### Names and contact details

#### COURSE COORDINATOR

Dr Kathryn Sutherland

Email: [Kathryn.Sutherland@vuw.ac.nz](mailto:Kathryn.Sutherland@vuw.ac.nz)

Phone: 463 5795

Office: Murphy 407

Office Hours: Tues 3.30-4.30pm, Wed 9.30-10.00am  
(and other times by appointment)

#### INTERNSHIP COORDINATOR

Carine Stewart

Email: [Carine.Stewart@vuw.ac.nz](mailto:Carine.Stewart@vuw.ac.nz)

Phone: 463 5527

Office: Murphy 406

Office Hours: Thurs 1.00-2.00pm  
(and other times by appointment)

## Communication of additional information

Other important information about the class will be communicated by email and through the course Blackboard site.

## Prescription

Students will complete an approved and supervised work-based project while on a voluntary placement in a public sector agency, private sector establishment, or non-governmental organisation over the Nov-Dec summer trimester.

## Course learning objectives (CLOs)

Students who pass this course should be able to:

- 1) Recognise and evaluate the personal and interpersonal skills necessary for transferring learning from the BA to the workplace/community
- 2) Demonstrate the skills necessary for planning, completing [as much as possible within the short timeframe] and evaluating a workplace/community organisation project
- 3) Read critically and reflect upon literature from the field of higher education, and from their BA major subject(s), in the context of work-integrated learning
- 4) Analyse, summarise and reflect upon the internship experience for their own professional and personal development, and for the benefit of future students in FHSS 202/302

## Teaching format

FHSS 202 internship students will participate in up to 75 hours unpaid work with an organisation, firm, government department or non-governmental organisation between 18 November and 20 December 2013. As well as the 75 internship hours, students are also expected to attend three seminars, fortnightly on Tuesdays from 1.40pm-3.30pm, on Tuesday 19 November, Tuesday 3 December and Tuesday 17 December.

There will also be pre-placement briefing session on Friday 8 November from 2.00pm-4.00pm. As this meeting falls during the Trimester Two examination period, if students are not able to make this time, individual appointments may be scheduled with the course coordinator BEFORE the internship placement begins on 18 November.

Students will be expected to participate actively in the seminar sessions and to act professionally and ethically during their internship placement.

## Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. Attend all three class sessions, and a pre-placement briefing (or make alternative arrangements with the Course Coordinator)
2. Complete 50-75 internship hours
3. Submit all assessment items
4. Complete all "Seminar Preparation Assignments" (SPAs)

## Workload

In accordance with Faculty of Humanities and Social Sciences guidelines, the overall workload for this course is 200 hours in total. This includes up to 75 internship hours, as well as the six classroom hours, the two-hour pre-placement meeting, and the assessment listed below. As the course runs over a five week period, you should expect to spend up to 40 hours per week completing all the requirements for this course.

## Assessment

Assessment items and workload per item		%	CLO(s)	Due date
1	Negotiated work/learning plan (NWLP) (up to 1000 words) a) Plan (20%) b) Mid-trimester progress assessment (5%) c) Final progress assessment (5%)	30%	1,2	22 Nov 6 Dec 20 Dec
2	Project report (up to 2000 words) a) Draft (10%) b) Final report (30%)	40%	1,2,3	13 Dec 22 Dec
3	Work-integrated learning reflection (You Tube video, press release or newspaper article, poster or ePortfolio) (up to 1000 words or up to 5 minutes)	30%	1,3,4	22 Dec
4	Seminar Preparation Assignments (SPAs) (readings)	0%	1,2,4	19 Nov 3 Dec 17 Dec

## Submission and return of work

All work must be submitted electronically through the course Blackboard site by 5.00pm on the due date. Feedback will be given electronically through 'My Grades' on Blackboard.

## Extensions and Penalties

An important aspect of professional behaviour is timeliness – punctuality, meeting deadlines and managing time and workload. For this reason, unless prior arrangements have been made with the Course Coordinator, penalties will apply to work submitted late (2% per day late for up to 7 days). Work submitted seven or more days after the due date will be accepted (in order to meet mandatory course requirements) but will not be marked.

Under exceptional circumstances, an extension may be possible, but must be arranged in advance with the Course Coordinator, and sufficient documentation must be provided to justify the extension.

## Materials and equipment and/or additional expenses

Students may incur costs in travelling to and from their internship placements, which they will have to cover themselves.

## Internship arrangements

The following website: [www.victoria.ac.nz/fhss/study/awards/ba-internships](http://www.victoria.ac.nz/fhss/study/awards/ba-internships) includes information for students and host organisations, in the form of "Frequently Asked Questions" about the internship. We will also provide you with a handbook with more detailed information at the first class.

## Set texts

There is no set text for this course, but readings will be provided for each seminar.

## Course schedule

Week	Date	Topic	Assessment
Pre-trimester	Friday 8 Nov, 2.00pm-4.00pm (or by arrangement)	Pre-placement briefing (including CV workshop or consultation)	SPA 1: For 19 Nov class
1 (18-24 Nov)	Tuesday 19 Nov, 1.40pm-3.30pm	Skills & attributes of student interns (including ePortfolio workshop)	Draft Negotiated Work/Learning plan (NWLP) (22 Nov, 20%)
2 (25 Nov-1 Dec)			SPA 2: For 3 Dec class
3 (2-8 Dec)	Tuesday 3 Dec, 1.40pm-3.30pm	Employability and the BA (including mid-trimester progress discussion)	NWLP mid-tri progress assessment (6 Dec, 5%)
4 (9-15 Dec)			SPA 3: For 17 Dec class Draft project report (13 Dec, 10%)
5 (16-22 Dec)	Tuesday 17 Dec, 1.40pm-3.30pm	The 'value' of your degree	NWLP final progress assessment (20 Dec, 5%) Project report (22 Dec, 30%) Work-integrated learning reflection (22 Dec, 30%)

## Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first seminar of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

## Student feedback

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php). However, as this is the first time FHSS 202 has been offered, there is not yet any student feedback on this course. We look forward to gathering informal feedback from you during the trimester, and through the formal feedback process at the end of the course.

## Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/home/study/plagiarism](http://www.victoria.ac.nz/home/study/plagiarism)
- Aegrotats: [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)
- Academic Progress: [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/home/study/dates](http://www.victoria.ac.nz/home/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)

- Grades: [www.victoria.ac.nz/home/study/exams-and-assessments/grades](http://www.victoria.ac.nz/home/study/exams-and-assessments/grades)
- Resolving academic issues: [www.victoria.ac.nz/home/about/avcacademic/publications2#grievances](http://www.victoria.ac.nz/home/about/avcacademic/publications2#grievances)
- Special passes: [www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass](http://www.victoria.ac.nz/home/about/avcacademic/publications2#specialpass)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy)
- Student support: [www.victoria.ac.nz/home/viclife/student-service](http://www.victoria.ac.nz/home/viclife/student-service)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/home/viclife/student-charter](http://www.victoria.ac.nz/home/viclife/student-charter)
- Student Contract: [www.victoria.ac.nz/home/admisenrol/enrol/studentcontract](http://www.victoria.ac.nz/home/admisenrol/enrol/studentcontract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/home/about](http://www.victoria.ac.nz/home/about)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)