

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

FHSS 202 and FHSS 302: BA INTERNSHIP
20 POINTS

TRIMESTER 1 2015

Important dates

Trimester dates: 2 March to 1 July 2015

Teaching dates: 2 March to 5 June 2015

Easter/Mid-trimester break: 3–19 April 2015

Last assessment item due: 19 June 2015

Study period: 8–12 June 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

CV/Interview and ePortfolio workshop	At one of the times offered by Vic Careers		
Seminar one	Wednesday 4 March	4.10pm-6.00pm	Murphy 632
Seminar two	Wednesday 11 March	4.10pm-6.00pm	Murphy 632
Seminar three	Wednesday 25 March	4.10pm-6.00pm	Murphy 632
Seminar four	Wednesday 22 April	4.10pm-6.00pm	Murphy 632
Seminar five	Wednesday 6 May	4.10pm-6.00pm	Murphy 632
Seminar six	Wednesday 20 May	4.10pm-6.00pm	Murphy 632
Seminar seven	Wednesday 3 June	4.10pm-6.00pm	Murphy 632

Plus 80-100 hours of unpaid internship between 16 March and 5 June 2015 (times to be negotiated with host organisation).

Names and contact details

COURSE COORDINATOR

Dr Kathryn Sutherland

Email: Kathryn.Sutherland@vuw.ac.nz

Phone: 463 5795

Office: Murphy 407

Office Hours: Monday 3.30-5.00pm, Thursday 3.30pm-4.30pm (and other times by appointment)

INTERNSHIP COORDINATOR

Carine Stewart

Email: Carine.Stewart@vuw.ac.nz

Phone: 463 5527

Office: Murphy 406

Office Hours: 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.

Course learning objectives (CLOs)

Students who pass FHSS 202 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

Students who pass FHSS 302 should be able to do all of the above, and:

- 5) integrate the reading on work-integrated learning into their reflection on their internship experience.

Teaching format

FHSS 202/302 internship students will participate in 80-100 hours unpaid work with an organisation, firm, government department or non-governmental organisation between 16 March and 5 June 2015.

As well as the internship hours, students are also expected to attend seven seminars on Wednesdays from 4.10pm-6.00pm, on Wednesday 4 and 11 March, 25 March, 22 April, 6 May, 20 May and 3 June.

Students must also attend a CV/Interview workshop offered by Career Development and Employment: if you have not attended one of these workshops before, you are expected to attend and let Carine know when you have done so. If the offered workshop times do not suit, individual appointments may be possible.

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

Mandatory course requirements

To pass the course, students must:

1. attend a CV/Interview workshop offered by Careers and Employment (or make alternative arrangements with the Course Coordinator)
2. attend all seven class seminars
3. complete 80-100 internship hours
4. submit all assessment items
5. make and attend at least one progress appointment with the Internship Coordinator before 22 April.

Workload

In accordance with University guidelines, the overall workload for this course is 200 hours in total. This includes up to 100 internship hours, as well as the 14 classroom hours, and the other activities, including assessments and reading, listed below.

Activity	Approximate Hours	
	FHSS 202	FHSS 302
Internship placement	100	100
Seminar/workshop attendance and participation	14	14
Readings and seminar preparation assignments	30	35
Negotiated Work/Learning Plan and Progress Reviews	20	15
Internship Report	36	36
TOTAL HOURS FOR COURSE	200 hours	200 hours

Obviously, not all students will read or work at the same pace, so your hours may well differ for your readings and seminar preparation assignments. Those for whom English is not a first language, for example, will likely take longer to complete the readings and the assignments. However, none of you should be spending more than 100 hours on the internship placement itself: please make sure to let the Course or Internship Coordinator know if it looks like your placement hours are going to exceed 100 hours or fall below 80 hours, so that we can communicate with the host organisation about making sure this does not happen.

Assessment for FHSS 202 (302 on next page)

Assessment items and workload per item		%	CLO(s)	Due date
1	Negotiated work/learning plan and progress reviews (approx 750 words) a) Plan (20%) b) Early progress review (5%) c) End-of-internship performance review (5%)	30%	1,2	20 Mar 2 Apr 5 Jun
2	Internship report outline and draft	20%	1,2,3	15 May
3	Internship report (up to 2000 words)	40%	1,2,3,4	19 Jun
4	Seminar Preparation Assignments (SPAs) (readings)	10%	1,2,3	Noon on the day of class

Assessment for FHSS 302

Assessment items and workload per item		%	CLO(s)	Due date
1	Negotiated work/learning plan and progress reviews (approx 750 words) a) Plan (20%) b) Early progress review (5%) c) End-of-internship performance review (5%)	30%	1,2	20 Mar 2 Apr 5 Jun
2	Internship report outline and draft	15%	1,2,3	15 May
3	Internship report, including reflection on and incorporation of work-integrated learning readings (up to 2500 words)	40%	1,2,3,4,5	19 Jun
4	Seminar Preparation Assignments (SPAs) (readings)	15%	1,2,3	Noon on the day of class

Submission and return of work

All work must be submitted electronically through the course Blackboard site by 5.00pm on the due date (except for SPAs which must be posted before noon on the day of class). Feedback will be given electronically, within a fortnight, through 'My Grades' on Blackboard.

An important aspect of professional behaviour is timeliness – punctuality, meeting deadlines and managing time and workload. For this reason, prior arrangements must be made with the Course Coordinator for any extensions. Only under exceptional circumstances will an extension be possible, and sufficient documentation must be provided to justify the extension. 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.

Attendance at all seminars is required, but under exceptional circumstances (such as illness, injury or bereavement *for which you are able to provide medical or other documentation*), and as long as the course coordinator is notified, alternative arrangements may be possible.

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/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.

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:

Course schedule

Week	Date	Topic	Assessment
Interview/CV and ePortfolio workshop to be completed before classes start			
1 2-8 Mar	Wed 4 March 4.10pm-6.00pm	What to expect on the internship	
2 9-15 Mar	Wed 11 March 4.10pm-6.00pm	Skills & attributes of student interns	SPA 1: Noon on 11 March
3 16-20 Mar	No class – Internships begin 17 March		<i>Negotiated Work/Learning Plan (NWLP)</i> (Due by 20 Mar, 20%)
4 23-29 Mar	Wed 25 March 4.10pm-6.00pm	Career Tools 1	SPA 2: Noon on 25 March
5 30 Mar-5 Apr	No class		<i>Early Progress Assessment</i> (Due by 2 Apr, 5%)
Mid-term break 3-19 April			
6 20-26 Apr	Wed 22 April 4.10pm-6.00pm	Vocation	SPA 3: Noon on 22 April
7 27 Apr-3 May	No class		
8 4-10 May	Wed 6 May 4.10pm-6.00pm	Successful careers	SPA 4: Noon on 6 May
9 11-17 May	No class		<i>Draft project report due</i> (Due by 15 May, 15-20%)
10 18-24 May	Wed 20 May 4.10pm-6.00pm	Career tools 2	SPA 5: Noon on 20 May
11 25-31 May	No class		
12 1-7 Jun	Wed 3 June 4.10pm-6.00pm	The value of your degree/virtues of the BA	SPA 6: Noon on 3 June <i>End-of-internship progress assessment</i> (Due by 5 Jun, 5%)
	Internship placement finishes by 5 June at the latest		<i>Project Report</i> (Due by 19 June, 40%)

Student feedback

Student feedback on previous offerings of this course may be found on the Student Feedback website at www.cad.vuw.ac.nz/feedback/feedback_display.php. (Once through to the FHSS 202 page, the middle column, with numbers in bold, shows the results for this course; the left-hand column is the overall Faculty average for all courses offered by the Faculty of Humanities and Social Sciences).

In addition to the Student Feedback survey results, we have held focus groups with students and surveyed host organisations to find out what worked well and what we could improve. This updated version of the course includes enhancements based on that feedback, including seminars on a broader range of topics, more internship hours spread over a longer period, more widely spaced assessment and clearer expectations for each piece of work.

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/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz