



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF SOCIAL AND CULTURAL STUDIES
Te Kura Mahinga Tangata

Social and Cultural Studies

SACS 428

Internship

30 Points
TRIMESTER 1 + 2 2015

Important dates

Trimester dates: 2 March to 15 November 2015

Teaching dates: 2 March to 16 October 2015

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

Mid-year break: 2–12 July 2015

Mid-trimester break 2/3: 24 August to 6 September 2015

Last Assessment Item due: 16 October 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

Internship hours and supervision meetings will be arranged at the start of the internship.

Names and contact details

Course Coordinator: Professor Kevin Dew, MY 1001

Phone: 463 5291

Email: kevin.dew@vuw.ac.nz

Office hours: by appointment

Communication of additional information

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

Prescription

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

Course learning objectives (CLOs)

Students who pass this course will be able to:

1. gain an understanding of the issues involved in working in a public sector agency, private establishment or non-governmental organisation that primarily focuses on research, policy or service provision issues
2. reflect critically on both the applied and intellectual dimensions of the work experience
3. articulate and critically assess any of 1) issues arising from theoretical understandings of policy making, policy analysis or service provision 2) issues arising from the practices of policy-making, policy-analysis or service delivery 3) issues arising from undertaking research in the organisation
4. write a research, policy or service provision relevant report for a workplace audience.

Teaching format

Students will undertake tasks agreed upon by the supervisors, internship agencies and students and report back on these to the academic supervisor on a weekly basis, when feedback will be provided to the student. The agency supervisor will oversee and assist the student in relation to the agreed tasks undertaken in the organisation and the academic supervisor will oversee and assist the student in relation to all assessment activities and will mark student work.

Mandatory course requirements

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

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

Workload

The expectations are that students will work at least 10 hours per point, therefore a 30-point course equates to at least 300 hours over the year. 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, 30 hours in supervision sessions with the academic supervisor, around 80 hours to prepare a policy relevant report, around 80 hours to prepare a critical reflection on the work experience and around 20 hours to prepare a seminar about the work experience.

Assessment

Assessment items and workload per item		%	CLO(s)	Due date
1	A Policy Relevant Report for the Agency (4000 words)	40%	1,4	4.00pm, 11 Sept
2	A Critical Reflection on the Work Experience (4000 words)	40%	2,3	4.00pm, 16 Oct
3	Seminar Presentation (1 hour)	20%	1,2,3	TBA

Three reports are required and will be assessed by the supervisors. The format of these reports are:

A Policy Relevant Report for the Agency

Weighting 40%

Due date: 4.00pm Friday 11 September 2015

Word length: 4000 words

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.

A Critical Reflection on the Work Experience -

Weighting 40%

Due date: The **final date** on which this reflection may be accepted is 4.00pm Friday 16 October 2015

Word length: 4000 words

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.

Marking Criteria

The marking criteria for the assessments will be discussed with you by your supervisor.

Seminar Presentation

Weighting 20%

Due date: TBA

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

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 course learning objectives 1, 2 and 3.

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.

Submission and return of work

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.

Marked assignments can be collected at the Murphy 9th floor reception desk, between **2.00 and 4.00 pm only** from Monday to Friday.

STUDENTS MUST KEEP A COPY OF EVERY WRITTEN ASSIGNMENT.

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

Extensions and penalties

Extensions

Assignments are due on the dates stated. If for some serious reason you don't think you can get an essay in on time, see your supervisor **prior** to the due date and discuss the problem. Extensions of time are not permitted except for illness, or bereavements.

Penalties

Late submissions for student assignments in all Sociology and Social Policy 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.

Practicum/placement/field trip/internship 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.

Set texts

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

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 lecture 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

Enhancements made to this course, based on the feedback of previous students, will be covered during the course.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

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

School Contact Information

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