

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

FHSS 202 and FHSS 302: BA INTERNSHIP
20 POINTS

TRIMESTER 3 2015

Key dates

Teaching dates: 9 November to 16 December 2015

Last assessment item due: 21 December 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	9 November	4.10pm-6.00pm	Murphy 806
Seminar two	16 November	4.10pm-6.00pm	Murphy 632
Seminar three	23 November	4.10pm-6.00pm	Murphy 632
Seminar four	30 November	4.10pm-6.00pm	Murphy 632
Seminar five	7 December	4.10pm-6.00pm	Murphy 632
Seminar six	14 December	4.10pm-6.00pm	Murphy 632
Workshop	16 December	4.10pm-6.00pm	Murphy 101

Plus 75 hours of unpaid internship between 16 November and 18 December 2015 (times to be negotiated with host organisation).

Names and contact details

COURSE COORDINATOR

Dr Ewa Kusmierczyk

Email: Ewa.Kusmierczyk@vuw.ac.nz

Phone: 463 6510

Office: Hunter 120

Office Hours: 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 75 hours unpaid work with an organisation, firm, government department or non-governmental organisation between 16 November and 18 December 2015.

As well as the internship hours, students are also expected to attend six seminars on Mondays from 4.10pm-6.00pm, on Monday 9, 16, 23, 30 November, and 7 and 14 December, as well as a compulsory Workshop on Wednesday 16 December 2015 from 4.10pm-6pm.

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) in order to prepare for their internship and engage with the course in a professional manner
2. attend all six class seminars as well as the workshop, in order to participate fully in discussion of readings, share workplace challenges and highlights, and hear guest lecturers and panellists
3. complete 75 internship hours in order to engage with the workplace learning, and to implement their degree-specific knowledge as well as develop the Graduate Profile attributes further in a workplace setting
4. submit all assessment items in order to engage fully with the teaching and learning content, and to demonstrate a growing understanding of the value of their BA and the workplace environment

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

Workload

In accordance with University guidelines, the overall workload for this course is 200 hours in total. This includes up to 75 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	75	75
Seminar/workshop attendance and participation	14	14
Readings and seminar preparation assignments	50	50
Negotiated Work/Learning Plan	10	10
Progress Reviews & Internship Report	51	51
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 75 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 or fall below 75 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 (approx. 750 words) a) Plan (20%)	20%	1,2	20 Nov
2	Internship report outline and draft (up to 1500 words) Includes Early progress review	25%	1,2,3	11 Dec
3	Internship report (up to 2000 words) Includes End-of-internship performance review	45%	1,2,3,4	21 Dec

4	Seminar Preparation Assignments (SPAs) (readings)	10%	1,2,3	Noon on the day of class
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Assessment for FHSS 302

Assessment items and workload per item		%	CLO(s)	Due date
1	Negotiated work/learning plan (approx. 750 words) a) Plan (20%)	20%	1,2	20 Nov
2	Internship report outline and draft (up to 1500 words) Includes Early progress review	20%	1,2,3	11 Dec
3	Internship report (up to 2000 words) Includes End-of-internship performance review	45%	1,2,3,4	21 Dec
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:

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Course schedule

Week	Date	Topic	Assessment
1 9-13 Nov	Mon 9 Nov 4.10pm-6.00pm (in MY806)	What to expect on the internship Learning and employability	
2 16-20 Nov	Mon 16 Nov 4.10pm-6.00pm (in MY632)	Goal-setting Employability	SPA 1: Noon on 16 Nov <i>Negotiated Work/Learning Plan (NWLP) (Due by 20 Nov, 20%)</i>
3 23-27 Nov	Mon 23 Nov 4.10pm-6.00pm (in MY632)	Time-management & perfectionism	SPA 2: Noon on 23 Nov
4 30 Nov – 4 Dec	Mon 30 Nov 4.10pm-6.00pm (in MY632)	Vocation (Guest lecture)	SPA 3: Noon on 30 Nov Early progress review (to be done with your mentor and handed in with Draft Internship Report)
5 7-11 Dec	Mon 7 Dec 4.10pm-6.00pm (in MY632)	Success & expertise	SPA 4: Noon on 7 Dec <i>Draft Internship Report due (Due by 11 Dec, 20-25%)</i>
6 14-18 Dec	Mon 14 Dec 4.10pm-6.00pm (in MY632)	The value of your BA	SPA 5: Noon on 14 Dec End-of-internship performance review (to be done with your mentor and handed in with final Internship Report)
7 14-18 Dec	Wed 16 Dec 4.10pm-6.00pm (in MYLT101)	Building professional narrative (compulsory workshop based on report draft feedback)	
	Internship placement finishes by 18 Dec at the latest		<i>Internship Report (Due by 21 Dec, 45%)</i>

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 more guest speakers and panellists, a wider variety of readings and more choice about which readings students may do for their SPAs, and more time in class for sharing experiences.

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
- 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
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- 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
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- 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