

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

FHSS 202 and FHSS 302: BA INTERNSHIP
20 POINTS

TRIMESTER 1 2016

Key dates

Trimester dates: 29 February to 29 June 2016

Teaching dates: 29 February to 5 June 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Last assessment item due: 19 June 2016

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

Seminar one	Wednesday 2 March	4.10pm-6.00pm	OK 501
Seminar two	Wednesday 9 March	4.10pm-6.00pm	OK 501
Seminar three	Wednesday 23 March	4.10pm-6.00pm	OK 501
Seminar four	Wednesday 13 April	4.10pm-6.00pm	OK 501
Seminar five	Wednesday 4 May	4.10pm-6.00pm	OK 501
Seminar six	Wednesday 18 May	4.10pm-6.00pm	OK 501
Seminar seven	Wednesday 25 May	4.10pm-6.00pm	OK 501
Seminar eight	Wednesday 1 June	4.10pm-6.00pm	OK 501

Plus 80-100 hours of unpaid internship between 14 March and 3 June 2016 (times to be negotiated with host organisation).

CV/Interview and ePortfolio workshop	Must be completed at one of the times offered by Vic Careers and Employment
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Names and contact details

COURSE COORDINATOR

Dr Kathryn Sutherland

Email: Kathryn.Sutherland@vuw.ac.nz

Phone: 463 5795

Office: Murphy 405

Office Hours: Monday 11.30am-12.30pm, Wednesday 2.30pm-3.30pm (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 14 March and 3 June 2016.

As well as the internship hours, students are also expected to attend eight seminars on Wednesdays from 4.10pm-6.00pm; on Wednesday 2 and 9 March, 23 March, 13 April, 4 May, 18 May, 25 May, and 1 June.

Students must also attend a CV/Interview workshop offered by Vic Careers 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 eight 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 eight class seminars (attendance is compulsory in order to meet Course Learning Objective 4, in particular, and to be able to apply what is happening in the internship into an academic context)
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 6 May.

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 100 internship hours, as well as the 16 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	16	16
Readings and seminar preparation assignments	30	35
Negotiated Work/Learning Plan and Progress Reviews	18	13
Internship Portfolio	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	18 Mar 8 Apr 3 Jun
2	Internship Portfolio outline and draft	20%	1,2,3	13 May

3	Internship Portfolio (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	18 Mar 8 Apr 3 Jun
2	Internship Portfolio outline and draft	15%	1,2,3	13 May
3	Internship Portfolio, 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 in advance (unless advance notice is absolutely impossible), 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 29 Feb-6 Mar	Wed 2 March 4.10pm-6.00pm	What to expect on the internship	
2 7-13 Mar	Wed 9 March 4.10pm-6.00pm	Skills & attributes of student interns	<i>SPA 1: Noon on 9 March</i>
3 14-20 Mar	No class – Internships begin 14 March		<i>Negotiated Work/Learning Plan (NWLP) (Due by 18 Mar, 20%)</i>
4 21-27 Mar	Wed 23 March 4.10pm-6.00pm	Career Tools 1	<i>SPA 2: Noon on 23 March</i>
5 28 Mar-3 Apr	NO CLASS – EASTER BREAK 24-30 March		
6 4-10 Apr	No class		<i>Early Progress Review (Due by 8 Apr, 5%)</i>
7 11-17 Apr	Wed 13 April 4.10pm-6.00pm	Vocation	<i>SPA 3: Noon on 13 April</i>
8 18-24 Apr	No class		
Mid-trimester break 25 Apr-1 May			
9 2-8 May	Wed 4 May 4.10pm-6.00pm	Successful careers	<i>SPA 4: Noon on 4 May</i>
10 9-15 May	No class		<i>Draft portfolio due (Due by 15 May, 15-20%)</i>
11 16-22 May	Wed 18 May 4.10pm-6.00pm	Career tools 2	<i>SPA 5: Noon on 18 May</i>
12 23-29 May	Wed 25 May 4.10pm-6.00pm	Career tools 3/Portfolio Workshop	<i>SPA 6: Noon on 25 May</i>
13 30 May-5 Jun	Wed 1 June 4.10pm-6.00pm	The value of your degree/virtues of the BA	<i>SPA 7: Noon on 1 June End-of-internship progress review (Due by 3 Jun, 5%)</i>
	Internship placement finishes by 3 June at the latest		<i>Internship Portfolio (Due by 19 June, 40%)</i>

Student feedback

Student feedback on previous offerings of this course has been extremely positive, and you can find summaries 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 seminars on a broader range of topics, clearer expectations for each piece of assessment, and a portfolio instead of a report.

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