



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

VA'AOMANŪ PASIFIKA PACIFIC STUDIES

PASI 428 Internship 30 POINTS

TRIMESTER 1 + 2 2016

Key dates

Trimester dates: 29 February to 13 November 2016

Teaching dates: 29 February to 16 October 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Mid-year break: 30 June to 8 July 2016

Mid-trimester break: 22 August to 4 September 2016

Study period: 17-20 October 2016

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Class times and locations

Weekly internship supervision meeting times and location/s between supervisor/s and intern are to be arranged during Week 1 of Tri 1.

Names and contact details

Coordinator: Dr Teresia Teaiwa	Administrator: Melissa Fiu
Room 202 – 6 Kelburn Parade	Room 101 – 6 Kelburn Parade
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Office Hours: to be arranged/by appointment	Office Hours: Mon to Fri 9am – 3pm

Communication of additional information

Additional information will be communicated in lectures and on Blackboard. You will automatically receive all Blackboard announcements as an email sent to your @myvuw.ac.nz email address. If you are not going to use this Victoria email address set up for you, we strongly encourage you to set a forward from the Victoria email system to the email address you do use.

Prescription

Approved and supervised work placement of the student in a public sector agency, private sector establishment, or non-governmental organisation with a predominant focus on Pacific issues.

Course learning objectives (CLOs)

Students who pass this course will be able to:

1. gain an understanding of the issues involved in working with Pacific Islands people in a public sector agency, private establishment or non-governmental organisation that primarily serves Pacific communities in New Zealand or has a mandate in the Pacific region,
2. reflect critically on both the applied and intellectual dimensions of the work experience,
3. articulate and assess in writing and oral presentation the coherence or lack thereof between theoretical knowledge in Pacific Studies and the practices of policy-making, policy-analysis and/or service delivery.

Teaching format

PASI 428 involves approved and supervised work placement of the student in a public sector agency, private sector establishment, or non-governmental organisation with a predominant focus on Pacific communities or Pacific issues.

Workload

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 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	Completion of 150-200 hours work experience in designated organization or agency	25%	1, 2, 3	By September
2	A written critical reflection essay on the work experience (3000 words)	50%	1, 2, 3	By 14 October
3	Seminar Presentation	25%	1, 2,3	Between August and September

For the PASI 428 Internship, students will be required to:

- work approx 150-200 hours over the duration of this course; and
- write a 3,000 word original reflective paper on the work experience (worth 50%); and
- provide a seminar presentation about the work experience (worth 25%).

A work placement report by the Academic supervisor assessing the student's performance on the job will also be required (worth 25%).

Course Work plan: (Based on Trimester 1 start for FY duration, but can be adapted as required)

Nov 2015	expressions of interest for PASI 428	May-June	Continuation of work programme and journaling process; weekly reports to academic supervisor
Feb 2016	orientation for PASI BA Honours Students and allocation of Academic supervisor for PASI 428	July-Aug	Continuation of work programme and journaling process; weekly reports to supervisor; mid-trimester consultation between academic supervisor, PASI428 student and internship on-site manager; preparation for and delivery of seminar
Mar-Apr	survey of possible internship sites and visits to Career Counselling Services; identification of internship site and discussion on possible work programme; secure seminar delivery date in Aug-Sept	Sept	complete on-site internship; deliver seminar; submit first draft of PASI 428 internship research paper to academic supervisor
Apr-May	Finalisation of internship site; drafting MOU between supervisor, PASI 428 student and internship on-site manager; commencement of work programme; commencement of journaling process	14 Oct	final draft of PASI 428 internship research paper submitted to academic supervisor --PASI 428 student seminar --Academic supervisor submission of assessment report

Submission and return of work

All written work must be submitted to assigned supervisors by advertised or agreed upon deadlines. Supervisors undertake to provide feedback to students on their written work in a timely manner.

Extensions and penalties

Extensions

Assignments submitted more than seven days after a due date or authorised extension will still be accepted in order to meet mandatory course requirements, but will not be marked. For more information about circumstances warranting extensions, refer to the section on extensions in the Victoria University Assessment Handbook.

Penalties

Late submissions for student assignments in all Samoan Studies and Pacific Studies undergraduate courses are subject to a penalty, except when accompanied by a medical certificate or evidence of other exceptional circumstances. The exact deduction will be calculated on the basis of one half mark per day late.

Practicum/internship arrangements

The placement will be organised through the Postgraduate Coordinator. Academic staff supervising the internship will be required to liaise with the work placement site and ensure adequate orientation, supervision, and lines of communication for student.

Set texts

There is no set text or book of student notes for this course. All readings will be placed on Blackboard by the Course Coordinator.

Student feedback

Because of the small enrolments in this course, anonymity cannot be guaranteed, so no formal evaluations have taken place for this 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
- 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