



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME

POLS 428: DIRECTED INDIVIDUAL STUDY: PARLIAMENTARY INTERNSHIP 30 POINTS

TRIMESTERS 1 and 2 2016

Important 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 2/3: 22 August to 4 September 2016

Study period: 17–20 October 2016

Examination/Assessment Period: 21 October to 12 November 2016

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

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

Lectures: Trimesters 1 and 2: Fridays, 3:10-4.50 p.m.

Venue: CO 119 *and* in various venues at Parliament

Names and contact details

Course Coordinator: Professor Stephen Levine

Room No: MY 534

Phone: 463-6099

Email: Stephen.Levine@vuw.ac.nz

Note: Emails about POLS 428 *must* have POLS 428 in the subject line; if they don't, they are liable to be deleted as spam.

Office hours: Tuesdays and Fridays 11.00-12.00. Other appointment hours can be arranged by email.

Communication of additional information

Information about any changes to the timetable or programme will be announced in lectures and posted on the Political Science notice board, 5th floor, Murphy Building.

Prescription

This course provides a limited number of selected students with the opportunity of gaining insights into parliamentary processes, the roles and responsibilities of members of Parliament, the functions and activities of the research units, the conduct of select committees and the activities of parliamentary parties. Students who are accepted into this programme will have the opportunity to learn about the parliamentary process by working at Parliament during their honours year. Members of Parliament are not to be contacted about an internship under this programme without prior authorisation from the Course Coordinator.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. demonstrate an understanding of the role of the New Zealand Parliament in governance, the policy process and the wider community
2. describe the activities of Members of Parliament and parliamentary staff
3. critique aspects of the parliamentary and legislative process
4. compare and contrast aspects of the New Zealand parliamentary process with those of other legislative systems
5. write a well-organised, well-written, well-researched essay on an aspect of the New Zealand Parliament
6. execute a well-organised, well-prepared oral presentation, using Powerpoint, on an aspect of the New Zealand Parliament.

Teaching format

The course has one seminar per week. The seminar is scheduled for two hours and will involve student presentations and class discussions.

Workload

In accordance with the University Guidelines, this course has been constructed on the assumption that students will devote a total of approximately 360 hours to this course, including two hours of seminars per week. This includes:

Internship (at Parliament); 160 hours
Preparation and attendance at class meetings: 48 hours
Research proposal: 10 hours
Seminar presentation: 40 hours
Research paper: 80 hours
Final examination: 20 hours

Assessment

Assessment items and workload per item		%	CLO(s)	Due date
1	Research proposal (500-1,000 words)	10%	1-5	13 May by 5pm
2	Seminar presentation (20 mins)	20%	1-4, 6	TBA
3	Research paper (8,000 words)	40%	1-5	14 October by 5pm
4	Final examination	30%	1-4	TBA

The **research proposal**, worth 10%, is due on **13 May** and is between 500-1000 words. The topic for the research paper requires prior approval from the course coordinator and must be on a topic different from that of the seminar presentation.

The 30-40 minute **seminar presentation**, worth 20%, will be given (using Powerpoint) during the second trimester. The topic for the presentation requires prior approval from the course coordinator and must be on a topic different from that of the research paper.

The **research paper**, worth 40%, is due on **14 October** and is approximately 8000 words. As noted above, the research paper topic requires prior approval from the course coordinator and must be on a topic different from that of the seminar presentation.

The three-hour (closed book) **final examination**, worth 30%, covers the topics discussed during seminar meetings and class presentations.

Submission and return of work

Research proposals should be submitted to Professor Levine – at class; at his office; or by email – and will be returned at times to be advised, either at the end of class or directly from Professor Levine (at his office).

Essays should be submitted through the office essay drop-off point, Murphy Room 518, together with completed cover sheet which is available from the office. Essays should also be submitted to Professor Levine by email (as a Word attachment).

Students will be notified in class when graded essays are available.

Extensions and penalties

Students will be penalised for late submission of written work – **a deduction of 5% for the first day late, and 2% per day thereafter, up to a maximum of 8 days.** However, penalties may be waived if there are valid grounds (for example, illness [presentation of a medical certificate will be necessary] or similar other contingencies). In all such cases, prior information will be necessary.

There is a uniform deadline for the final submission of all written in-term work (including research papers) for full year honours courses. Students are advised that this deadline will be firmly adhered to; extensions will only be granted in exceptional circumstances, under the conditions stipulated in Victoria University's aegrotat regulations. Extensions must be approved by the lecturer and by the Honours Coordinator (Greta Snyder) in advance of the deadline. **In 2016 the deadline will be 5.00 p.m., Friday, 14 October.** Work not submitted by this deadline will not be taken into consideration when determining final results.

Set texts

There is no required set text.

Recommended reading

There are, of course, numerous published studies of the New Zealand Parliament and of overseas legislative institutions. While the principal focus and purpose of the course has to do with providing an opportunity for students to gain experience within Parliament — with MPs and within the institution — it is important for this ‘work experience’ to be complemented by further study of the relevant academic and political literature. This will also be a feature of the class seminars, the research paper, and the final examination.

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

Following student feedback revisions have been made to the reading programme and specific lecture and discussion topics for 2016.

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/resources/subjectcontacts.html>
- 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