



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 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 2/3:** 22 August to 4 September 2016

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://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](http://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:* Mike Lloyd, MY 1015  
Phone: 463 5678  
Email: [mike.lloyd@vuw.ac.nz](mailto:mike.lloyd@vuw.ac.nz)  
Office hours: by appointment

## **Communication of additional information**

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

## **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	4pm 12 Sept
2	A Critical Reflection on the Work Experience (4000 words)	40%	2,3	4pm 14 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:** 4pm 12 Sept

**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:** 4pm 14 Oct

**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 applied social research. 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, Dr Mike Lloyd.

Marked assignments can be collected at the Murphy 9<sup>th</sup> floor reception desk, between **11.00 am and 3.00 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.

**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 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.

## **Student feedback**

This is the first time this lecturer has taken this course so there is no feedback from previous students.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://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](http://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](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://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](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## School Contact Information

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