



**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

***FHSS 202 and FHSS 302: BA INTERNSHIP  
20 POINTS***

**TRIMESTER 2 2016**

**Key dates**

**Trimester dates:** 11 July to 13 November 2016

**Teaching dates:** 11 July to 16 October 2016

**Mid-trimester break:** 22 August to 4 September 2016

**Last assessment item due:** 31 October 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](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**

Seminar one	Monday 11 July	4.10pm-6.00pm	Murphy 632
Seminar two	Monday 18 July	4.10pm-6.00pm	Murphy 632
Seminar three	Monday 1 August	4.10pm-6.00pm	Murphy 632
Seminar four	Monday 15 August	4.10pm-6.00pm	Murphy 632
Seminar five	Monday 12 September	4.10pm-6.00pm	Murphy 632
Seminar six	Monday 26 September	4.10pm-6.00pm	Murphy 632
Seminar seven	Monday 3 October	4.10pm-6.00pm	Murphy 632
Seminar eight	Monday 10 October	4.10pm-6.00pm	Murphy 632

Plus 80-100 hours of unpaid internship between 25 July and 14 October 2016 (times to be negotiated with host organisation).

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

COURSE COORDINATOR  
 Dr Kathryn Sutherland  
 Email: [kathryn.sutherland@vuw.ac.nz](mailto:kathryn.sutherland@vuw.ac.nz)  
 Phone: 463 5795  
 Office: 10 Waiteata Road, Room 106  
 Office Hours: By appointment

INTERNSHIP COORDINATOR  
 Carine Stewart  
 Email: [Carine.Stewart@vuw.ac.nz](mailto: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 content/schedule

Week	Date	Topic	Assessment
<i>Interview/CV and ePortfolio workshop to be completed before classes start</i>			
1	Mon 11 Jul 4.10pm-6.00pm	<b>What to expect on the internship</b>	
2	Mon 18 Jul 4.10pm-6.00pm	<b>Employability skills and attributes</b> (Guest lecturer: Dr Ewa Kusmierczyk)	SPA 1: Noon on 18 Jul
3	No class.	Internship placements begin	
4	Mon 1 Aug 4.10pm-6.00pm	<b>Career Tools 1: Personal and inter-personal competencies and capabilities</b>	SPA 2: Noon on 1 Aug <i>Negotiated Work/Learning Plan (NWLP) due 2 Aug, 20%</i>
5	No class		
6	Mon 15 Aug 4.10pm-6.00pm	<b>Vocation</b> (Guest lecturer: Dr John Dennison)	SPA 3: Noon on 15 Aug
Mid-trimester break 22 Aug-4 Sept			<i>Early Progress Review due 23 Aug</i>
7	No class		
8	Mon 12 Sept 4.10pm-6.00pm	<b>Career Tools 2: Sleep, metacognition and learning</b>	SPA 4: Noon on 12 Sept
9	No class		<i>Draft portfolio due 23 Sept</i>
10	Mon 26 Sept 4.10pm-6.00pm	<b>Successful Careers</b> (Guest lecturer: Carla Rey-Vasquez)	SPA 5: Noon on 26 Sept
11	Mon 3 Oct 4.10pm-6.00pm	<b>Portfolio Workshop</b> (Guest lecturer: Carla Rey-Vasquez)	SPA 6: Noon on 3 Oct
12	Mon 10 Oct 4.10pm-6.00pm	<b>The value of your BA degree: twilight or new dawn?</b> (Guest lecturer: Carla Rey-Vasquez)	SPA 7: Noon on 10 Oct <i>End-of-internship progress review due by 14 Oct</i>
Internship placement finishes by 14 Oct at the latest			<i>Internship Portfolio due 31 Oct</i>

## 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 25 July and 14 October 2016.

As well as the internship hours, students are also expected to attend eight seminars on Mondays from 4.10pm-6.00pm; on Monday 11 and 18 July, 1 and 15 August, 12 and 26 September, 3 and 10 October.

Students must also attend a CV/Interview workshop offered by 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 **at least seven of the 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 a credible attempt for assessment items

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
<b>TOTAL HOURS FOR COURSE</b>	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

Assessment items and workload per item		%	CLO(s)	Due date
1	<b>Negotiated work/learning plan and progress reviews</b> (approx. 750 words) a) Plan (20%) b) Early progress review (5%) c) End-of-internship performance review (5%)	30%	1,2	2 August 23 August 14 October
2	<b>Internship Portfolio outline and draft</b>	20%	1,2,3	23 September
3	<b>Internship Portfolio</b> (up to 2000 words)	40%	1,2,3,4	31 October
4	<b>Seminar Preparation Assignments (SPAs)</b> (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	<b>Negotiated work/learning plan and progress reviews</b> (approx 750 words) a) Plan (20%) b) Early progress review (5%) c) End-of-internship performance review (5%)	30%	1,2	2 August 23 August 14 October
2	<b>Internship Portfolio outline and draft</b>	15%	1,2,3	23 September
3	<b>Internship Portfolio, including reflection on and incorporation of work-integrated learning readings</b> (up to 2500 words)	40%	1,2,3,4,5	31 October
4	<b>Seminar Preparation Assignments (SPAs)</b> (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.

Attendance at a minimum of seven of the eight seminars is required. We expect you to attend ALL seminars, 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.

## Extensions and penalties

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.

## 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.

## Practicum/internship arrangements

The following website: [www.victoria.ac.nz/ba-internships](http://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:

## 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](http://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 readings on a broader range of topics, and examples of portfolio assessment options.

## 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)