



# INTS305

## International Studies Internship

S2 Day 2015

*Dept of International Studies*

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## General Information

Unit convenor and teaching staff

Unit Convenor

Blanche Menadier

[blanche.menadier@mq.edu.au](mailto:blanche.menadier@mq.edu.au)

Contact via [blanche.menadier@mq.edu.au](mailto:blanche.menadier@mq.edu.au)

W6A 327

Tuesday 3:00 - 4:00 pm and Friday 1 - 2 pm

Lan Zhang

[lan.zhang@mq.edu.au](mailto:lan.zhang@mq.edu.au)

Credit points

3

Prerequisites

GPA of 2.5 and permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description

This is an internship program for students within the Department of International Studies only. The unit provides students with the opportunity to gain invaluable work experience related to their degree, internationalise their resume and develop intercultural competencies in authentic contexts. Students intending to enrol in the unit will need to have sourced a placement in a private or public sector organisation that has an international profile, mission or structure prior to the start of the study period. Please consult the Departmental website for information regarding application deadlines.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Development of competency in different linguistic registers

Development of professional competencies

Ability to reflect on personal and professional development

Ability to apply problem-solving skills in a professional environment

## Assessment Tasks

Name	Weighting	Due
<a href="#"><u>Workshop1</u></a>	20%	TBC
<a href="#"><u>Journal</u></a>	10%	ongoing
<a href="#"><u>Background Report Proposal</u></a>	5%	9 September
<a href="#"><u>Background Report</u></a>	20%	14 Oct
<a href="#"><u>Workshop 2</u></a>	20%	26 October 6 - 8 pm
<a href="#"><u>Final Report</u></a>	20%	8 November
<a href="#"><u>Workplace Evaluation</u></a>	5%	25 November

### Workshop1

Due: **TBC**

Weighting: **20%**

Workshop exercises will include - but are not limited to - groups exercises, discussions, and group presentations.

On successful completion you will be able to:

- Ability to reflect on personal and professional development

### Journal

Due: **ongoing**

Weighting: **10%**

Students must respond to one topic in the online journal for each day they spend at the internship (maximum of 10 entries). The entry should be approximately 250 words. The main purpose of the journal is for students to be *reflective* on their internship experience and understand how it contributes to their overall professional development. Please keep this purpose in mind for every entry. The entries should be posted as you progress through your placement.

On successful completion you will be able to:

- Development of professional competencies
- Ability to reflect on personal and professional development

- Ability to apply problem-solving skills in a professional environment

## Background Report Proposal

Due: **9 September**

Weighting: **5%**

Please arrange an appointment with the unit convenor to discuss possible report topics by 26 August. Consultation hours are Tuesday 3 - 4 pm and Friday 1 - 2 pm. Submit an outline and a bibliography for your Background Report on 9 September.

On successful completion you will be able to:

- Development of competency in different linguistic registers
- Development of professional competencies

## Background Report

Due: **14 Oct**

Weighting: **20%**

The Background Report requires an analysis of the sector where you are placed. It is an opportunity for you to develop a deeper of knowledge about the sector so that you can understand both your role and the organisation's role in the broader community. The report itself is due on Wednesday 14 October.

On successful completion you will be able to:

- Development of professional competencies

## Workshop 2

Due: **26 October 6 - 8 pm**

Weighting: **20%**

Friday 23 October by noon your updated resume and a cover letter for a job application (see workshop module) is due.

Workshop participation on Monday 26 October includes group discussions/role playing and peer review of resumes and cover letters.

On successful completion you will be able to:

- Development of competency in different linguistic registers
- Ability to reflect on personal and professional development
- Ability to apply problem-solving skills in a professional environment

## Final Report

Due: **8 November**

Weighting: **20%**

The final report uses a template. Students are required to respond to questions and topics related to their activities in the workplace during the semester and summarise the main outcomes, including insights gained and skills acquired. They will describe how the experience met or differed from their expectations and how the experience may or may not be applied towards future career choices. The report should also contextualize the internship placement within the broader sector incorporating information from the Background Report. Students should also reflect on their own experiences in the placement and as university students in relationship to the experiences of the cohort as discussed in the Workshops.

On successful completion you will be able to:

- Ability to reflect on personal and professional development
- Ability to apply problem-solving skills in a professional environment

## Workplace Evaluation

Due: **25 November**

Weighting: **5%**

Supervisors will be required to evaluate the student's performance during the internship. A questionnaire will be provided directly to the supervisor for this purpose. The supervisor is to return the form directly to the Internship coordinator at Macquarie International. The supervisor will be asked to assess the student on the following criteria:

On successful completion you will be able to:

- Development of competency in different linguistic registers
- Development of professional competencies
- Ability to apply problem-solving skills in a professional environment

## Delivery and Resources

**Technologies Used:** This unit has a mandatory online presence. Students will need to access reliable broadband and a computer on a weekly basis.

Students must attend two workshops and are required to spend a minimum of 70 hours at the workplace.

**Workshop 1 TBC**

**Workshop 2 Monday 26 October 6 - 8 pm venue tbd**

**Workplace Attendance:** Attendance at the workplace will be verified through an attendance certificate provided by the host organisation. Please comply with the host organisation requirements regarding absence from duty.

## Unit Schedule

Week	Placement	Assessment
Weeks 1 - 7 27 July - 11 Sept	Attend workplace as required by host	Online Journal for corresponding workplace attendance Workshop 1, tbc Proposal and Bibliography for Background Report due 9 Sept
Weeks 8 - 13 28 Sept - 8 Nov	Attend workplace as required by host	Online Journal for corresponding workplace attendance Background Report due 14 October Workshop 2 26 October, 6 - 8 pm Final Report due 8 November Supervisor's Report due 25 November

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

## Learning outcome

- Ability to apply problem-solving skills in a professional environment

## Assessment tasks

- Journal
- Workshop 2
- Final Report
- Workplace Evaluation

## Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

## Learning outcomes

- Development of professional competencies
- Ability to reflect on personal and professional development
- Ability to apply problem-solving skills in a professional environment

## Assessment tasks

- Workshop1
- Journal
- Background Report
- Workshop 2
- Final Report
- Workplace Evaluation

## Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:



## Learning outcomes

- Development of competency in different linguistic registers
- Ability to reflect on personal and professional development

## Assessment tasks

- Workshop1
- Journal
- Workshop 2
- Final Report
- Workplace Evaluation

## Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

## Learning outcomes

- Development of competency in different linguistic registers
- Ability to reflect on personal and professional development

## Assessment tasks

- Workshop1
- Journal
- Background Report Proposal
- Workshop 2
- Final Report
- Workplace Evaluation

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## **Learning outcomes**

- Development of professional competencies
- Ability to reflect on personal and professional development
- Ability to apply problem-solving skills in a professional environment

## **Assessment tasks**

- Workshop1
- Journal
- Background Report
- Workshop 2
- Final Report
- Workplace Evaluation

## **Problem Solving and Research Capability**

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

## **Learning outcomes**

- Development of professional competencies
- Ability to apply problem-solving skills in a professional environment

## **Assessment tasks**

- Journal
- Background Report Proposal
- Background Report
- Workshop 2
- Final Report
- Workplace Evaluation

## **Effective Communication**

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication

technologies as appropriate.

This graduate capability is supported by:

## Learning outcomes

- Development of competency in different linguistic registers
- Development of professional competencies

## Assessment tasks

- Journal
- Background Report
- Workshop 2
- Workplace Evaluation

## Changes from Previous Offering

A proposal and bibliography are required for approval for the Background Report.

## Late Submissions

Assignments are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason (e.g. medical certificate). Late submissions will be penalised by 5% for each day (including weekends) the assignment task is late. No assignments will be accepted after assignments have been corrected and feedback has been provided. Assignment tasks handed in early will not be marked and returned before the due date.

## Changes since First Published

Date	Description
28/07/2015	changes to unit schedule
28/07/2015	Changes to unit schedule
28/07/2015	Workshop 1 TBC due to late enrolments.