



POL 835

Internship Project

S1 External 2017

Dept of Modern History, Politics & International Relations

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General Information

Unit convenor and teaching staff

Unit Convenor

Glenn Kefford

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Contact via diana.perche@mq.edu.au

W6A 432

By appointment

Credit points

4

Prerequisites

(16cp at 800 level including POL820 and POL822) and permission by special approval

Corequisites

Co-badged status

Unit description

Under this option, students complete a placement with an appropriate policy oriented organisation, undertaking work assigned by the organisation. They will also be required to complete a report on their placement.

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:

A deep appreciation of the link between academic study and the practical world of public policy and politics

A capacity to critically evaluate and assess different approaches in a workplace situation

A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned

A capacity to formulate and defend policy recommendations where relevant

An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and

arguments in the relevant field

An ability to communicate effectively in both written work and oral presentations including the ability to identify and organize knowledge in the field and to formulate persuasive, coherent, and critical arguments

An ability to work collaboratively with peers on common projects where required

General Assessment Information

Assignment Submission

All three components of the assessment in this unit should be submitted in a single document using the “Turnitin Assignments” facility on the iLearn website. This facility includes software which scans the uploaded assignments for plagiarism. Follow the instructions on the screen carefully. Your document should be uploaded before midnight on the due date.

You should ensure that you keep a copy of the assignment.

Return of marked work

Marked work will be returned via the same facility on iLearn. When marks are released, you will need to go back in to the assignment submission box, and open your uploaded assignment. When you click on the “GradeMark” button, you will be able to see the marker’s comments on your work. You can save or print the essay with the comments.

Extensions

Extensions will only be granted in exceptional circumstances, and will require documentary evidence such as a medical certificate to support the request for an extension. You should contact the convenor as early as possible if you think you may need an extension. While we do understand that most students are engaged in paid employment, extensions cannot be granted on this basis alone.

Penalties for late submission

Assignments which are submitted after the due date, without having an extension granted by the convenor, will be penalised, at a rate of 3% of the mark for each week day after the due date. Any paper submitted more than 3 weeks after the due date will not be marked, and the student will be failed for the assignment.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Internship Report Part 1</u>	25%	No	First Monday of exam period
<u>Internship Report Part 2</u>	25%	No	First Monday of exam period
<u>Reflective essay</u>	50%	No	First Monday of exam period

Internship Report Part 1

Due: **First Monday of exam period**

Weighting: **25%**

Identification of links between study and the workplace (1000 words)

In this section, you should answer the following questions, using specific examples from your internship:

- How your internship experience has further developed your understanding of your discipline of study?
- What aspect of your understanding of politics and public policy has been most enhanced by your practical experience?

On successful completion you will be able to:

- A deep appreciation of the link between academic study and the practical world of public policy and politics
- A capacity to critically evaluate and assess different approaches in a workplace situation
- A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned
- A capacity to formulate and defend policy recommendations where relevant

Internship Report Part 2

Due: **First Monday of exam period**

Weighting: **25%**

Reflections on workplace experience gained, and development of skills and competencies (1000 words).

In this section, you should answer the following questions, using specific examples where appropriate:

- What has your internship taught you about your own weaknesses, and what opportunities have you identified as requiring further development?
- What have been the most challenging aspects of your internship and how have you worked to overcome those challenges?
- Identify at least two professional or personal competencies from the table at Appendix 2 which you feel you have developed during the internship, and explain how you have done this.

On successful completion you will be able to:

- A capacity to critically evaluate and assess different approaches in a workplace situation
- An ability to communicate effectively in both written work and oral presentations including the ability to identify and organize knowledge in the field and to formulate persuasive, coherent, and critical arguments
- An ability to work collaboratively with peers on common projects where required

Reflective essay

Due: **First Monday of exam period**

Weighting: **50%**

Analysis of your internship project with reference to material covered in your studies within the MPP (3000 words).

In this part of the paper, you will be expected to design your own essay question, and formulate a coherent argument to answer the question, drawing on theoretical material covered in your MPP units, and applying them to the real-world context of your internship project. You should discuss your essay question with the MPP Convenor during the semester.

On successful completion you will be able to:

- A deep appreciation of the link between academic study and the practical world of public policy and politics
- A capacity to critically evaluate and assess different approaches in a workplace situation
- A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned
- A capacity to formulate and defend policy recommendations where relevant
- An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and arguments in the relevant field
- An ability to communicate effectively in both written work and oral presentations including the ability to identify and organize knowledge in the field and to formulate persuasive, coherent, and critical arguments

Delivery and Resources

There are no formal classes for this unit.

Students are advised to read the following book before beginning their internship:

Christine Fanthome (2004) *Work Placements: A Survival Guide for Students*, Palgrave Macmillan, Basingstoke

especially Chapter 5 “Getting the most out of your placement” (this reading is available on iLearn)

Unit Schedule

As with all postgraduate units with the value of 4 credit points, the expected total workload over the semester for this unit is 180 hours.

Interns are required to spend 150 working hours in total at work for the host organisation. This can be undertaken on a full-time or part-time basis, depending on the requirements of the host organisation.

The remaining 30 workload hours are expected to be spent on the written report, as detailed in the Assessment Tasks section.

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

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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/

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) 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

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

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

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- A deep appreciation of the link between academic study and the practical world of public policy and politics
- A capacity to critically evaluate and assess different approaches in a workplace situation
- A capacity to apply and utilise theoretical concepts relating to the particular field of the

organization to which you are assigned

- A capacity to formulate and defend policy recommendations where relevant
- An ability to work collaboratively with peers on common projects where required

Assessment tasks

- Internship Report Part 1
- Internship Report Part 2

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- A deep appreciation of the link between academic study and the practical world of public policy and politics
- A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned
- A capacity to formulate and defend policy recommendations where relevant
- An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and arguments in the relevant field

Assessment tasks

- Internship Report Part 1
- Reflective essay

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- A deep appreciation of the link between academic study and the practical world of public policy and politics

- A capacity to critically evaluate and assess different approaches in a workplace situation
- A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned
- A capacity to formulate and defend policy recommendations where relevant
- An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and arguments in the relevant field

Assessment tasks

- Internship Report Part 1
- Internship Report Part 2
- Reflective essay

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- A capacity to critically evaluate and assess different approaches in a workplace situation
- A capacity to apply and utilise theoretical concepts relating to the particular field of the organization to which you are assigned
- A capacity to formulate and defend policy recommendations where relevant
- An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and arguments in the relevant field

Assessment tasks

- Internship Report Part 1
- Reflective essay

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- A capacity to formulate and defend policy recommendations where relevant
- An ability to undertake independent research, generate independent analysis and to express critical judgment about underlying theories, concepts, assumptions and arguments in the relevant field
- An ability to communicate effectively in both written work and oral presentations including the ability to identify and organize knowledge in the field and to formulate persuasive, coherent, and critical arguments
- An ability to work collaboratively with peers on common projects where required

Assessment tasks

- Internship Report Part 2
- Reflective essay

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- A deep appreciation of the link between academic study and the practical world of public policy and politics
- An ability to work collaboratively with peers on common projects where required

Assessment task

- Internship Report Part 1