



INTS305

International Studies Internship

S1 Day 2017

Dept of International Studies

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Disclaimer

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General Information

Unit convenor and teaching staff Convenor Maryam Khalid maryam.khalid@mq.edu.au W6A 327
Credit points 3
Prerequisites Permission by special approval
Corequisites
Co-badged status
Unit description This is an internship program primarily for students within the Department of International Studies. Students from outside the Department are welcome to contact the unit convenor to discuss whether the unit is suitable for them. 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. This must be done to the start of the study period. Please lodge a query directed to Faculty of Arts PACE staff through https://ask.mq.edu.au in order to confirm eligibility and application requirements.

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

General Assessment Information

Requirements for all written work

1. Please submit your work as a double-spaced document with 2.5cm margin (left and right) for comments. Standard fonts (e.g., Times New Roman or Arial), font size 12pt.
2. Please keep in mind that every author and website referenced in your work must appear in your bibliography / reference list (depending on which of the allowed referencing styles you are using). Wikipedia and Encarta are not academic references.
3. Please note, accepted filetypes are: .doc and .docx
4. You MUST ensure you reference all written work appropriately. In INTS100, you can use either [Oxford](#) or [AGLC](#) styles - both are footnoting styles. Style guides for both are available at the University Library's Referencing Guides pages (<http://libguides.mq.edu.au/Referencing>).
5. You must also review the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

All students are encouraged to seek learning, writing, and research support. Your tutor will be happy to answer any questions you have, and other support is available through the Learning Skills website (http://www.students.mq.edu.au/support/learning_skills/). All students are strongly encouraged to utilise these services - you should contact the Learning Skills team well in advance of your assignment due date in order to allow enough time to apply new skills to your assignment preparation.

LATE SUBMISSIONS

All assessment tasks in this unit are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason. Requests for special consideration (including requests for extensions) must be made in a timely manner through <https://ask.mq.edu>. You must follow the instructions at <https://ask.mq.edu.au> regarding providing supporting documentation. If you cannot attend a tutorial, you need to provide evidence as to why you were unable to attend. You cannot miss more than 2 tutorials without a valid and documented excuse. Work commitments are not a valid excuse for missing tutorials or requesting extensions for assessments.

Late submissions will be penalised by 2% for each day (including weekends) the assignment is late. No assessment tasks will be accepted after corrections and feedback has been provided to the class. Assessment tasks handed in early will not be marked and returned before the due date.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Pre-internship reflection</u>	20%	No	Week 3 (19 March)
<u>Reflective journal</u>	40%	No	Final entry due by Week 13
<u>Final report</u>	40%	No	Week 13 (11 June)

Pre-internship reflection

Due: **Week 3 (19 March)**

Weighting: **20%**

Before you begin your internship, you will write a short overview of the organisation you will be involved with, what you hope to achieve through this internship, and how your aspirations for this internship complement your degree program. This is not a formal essay, but you are encouraged to use relevant sources to inform your ideas for this assessment. For example, you might like to reflect on the state of the field in which your organisation operates in order to illuminate the goals you are seeking to achieve through this particular internship.

Resources on reflective writing are available in the 'Getting Started' section of the INTS305 iLearn page. Please review these before attempting this assessment task.

On successful completion you will be able to:

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

Reflective journal

Due: **Final entry due by Week 13**

Weighting: **40%**

Over the course of the unit, you will keep a journal about your placement, and post your journal entries on the INTS305 iLearn page. Respond to the topic corresponding to each time period of your internship as indicated in the title of the entry. E.g. Week 1 should be completed within the first week of the placement. Resources on reflective writing are available in the 'Getting Started' section of the INTS305 iLearn page. Please review these before attempting this assessment task. You will write 300 words per entry (with 6 entries in total), not including references. This is an ongoing assessment task, starting in the first week of your placement, with the final entry due by Week 13 at the latest (11:55pm on Sunday 11 June).

On successful completion you will be able to:

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Final report

Due: **Week 13 (11 June)**

Weighting: **40%**

This report is the culmination of the goal setting exercise completed in Week 3, and the time spent at the internship. There are two parts to the report.

Part 1 focuses on your internship goals and achievements – you should allocate 800 words to this section of the report. Reflecting on the aims and goals you developed for your placement in the pre-internship reflection task, evaluate your goals taking into account the criteria set out in the Assessment section of the INTS305 iLearn page. **Part 2** focuses on the broader issues relevant to the placement experience. You should allocate 1200 words to this section of the report, and follow the guidelines set out in the Assessment section of the INTS305 iLearn page. The word limit is 2000 words total (800 words for Part 1, 1200 words for Part 2), not including references. The report is due by 11:55pm on Sunday 11 June.

On successful completion you will be able to:

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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 complete a minimum of 70 hours at an internship placement.

Workplace Attendance and Engagement: Students must meet minimum standards and expectations of attendance and professionalism in order to pass the unit. 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. Supervisors will be required to evaluate the student's performance during the internship (including attendance and professionalism). A questionnaire will be provided directly to the supervisor for this purpose. The supervisor is to return the form directly to the Arts PACE team, who will pass it on to the Unit Convenor.

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

New Assessment Policy in effect from Session 2 2016 <http://mq.edu.au/policy/docs/assessment/>

[policy_2016.html](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/). For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.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 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: http://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 Enquiry Service

For all student enquiries, visit Student Connect at ask.mq.edu.au

Equity 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.

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.

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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>

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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 outcomes

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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 outcome

- Development of professional competencies

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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 outcome

- Development of professional competencies

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

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

Assessment tasks

- Pre-internship reflection
- Reflective journal
- Final report