INTS305

International Studies Internship

S2 Day 2019

Dept of International Studies

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Convenor
Maryam Khalid
maryam.khalid@mq.edu.au
Contact via Email
Australian Hearing Hub Level 2
Thursdays 12pm-1pm during teaching weeks (at other times by appointment only)

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. 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, and allows them to develop their intercultural engagement skills. This must be done prior 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:

Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.

Recognise how the student's engagement with the community (through the INTS305 internship) has facilitated mutually beneficial opportunities for generating and sharing knowledge.

Apply the knowledge the student has acquired in previous study in their University program to real life situations such as those experienced in their INTS305 internship.

Develop professional competencies relevant to the internship, including applying problem-solving skills in a professional environment.

General Assessment Information

Requirements for all written work

- Please submit your work as a double-spaced document with 2.5cm margin (left and right) for comments. Use standard fonts (e.g. Times New Roman or Arial), and font size 12pt.

- 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.

- Please note, accepted file types are: .doc and .docx

- You MUST ensure you reference all written work appropriately. In INTS305, 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).

- 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

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

Assessment Tasks

Name	Weighting	Hurdle	Due
Pre-internship reflection	20%	No	Week 3
Reflective journal	40%	No	Ongoing
Final report	40%	No	Week 13

Pre-internship reflection

Due: **Week 3**
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, as well as criteria and standards required for this assessment task (e.g. marking rubric) are available in the 'Getting Started' and 'Assessment' sections of the INTS305 iLearn page. Please review these before attempting this assessment task.

On successful completion you will be able to:
- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
- Apply the knowledge the student has acquired in previous study in their University program to real life situations such as those experienced in their INTS305 internship.

Reflective journal

Due: **Ongoing**
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. You will write 300 words per entry (with 6 entries in total), not including references. E.g. Week 1 should be completed within the first week of the placement. 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.

Resources on reflective writing, as well as criteria and standards required for this assessment

task (e.g. marking rubric) are available in the 'Getting Started' and 'Assessment' sections of the INTS305 iLearn page. Please review these before attempting this assessment task.

On successful completion you will be able to:
- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
- Recognise how the student's engagement with the community (through the INTS305 internship) has facilitated mutually beneficial opportunities for generating and sharing knowledge.
- Apply the knowledge the student has acquired in previous study in their University program to real life situations such as those experienced in their INTS305 internship.
- Develop professional competencies relevant to the internship, including applying problem-solving skills in a professional environment.

Final report

Due: **Week 13**
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.

Criteria and standards required for this assessment task (e.g. marking rubric) are available in the 'Assessment' section of the INTS305 iLearn page. Please review these before attempting this assessment task.

On successful completion you will be able to:
- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
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Delivery and Resources

TECHNOLOGY USED AND REQUIRED

Online Unit

Login is via: https://ilearn.mq.edu.au/

Is my unit in iLearn?: http://help.ilearn.mq.edu.au/unitsonline/ to check when your online unit will become available.

Technology

Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.

For students attending classes on campus we strongly encourage that you bring along your own laptop computer, ready to work with activities in your online unit. The preferred operating system is Windows 10.

Students are required to access the online unit in iLearn by the end of Week 1 and follow any relevant instructions and links for downloads that may be required. If applicable, students are required to download the relevant language package prior to Week 2.

Please contact your course convenor **before** the end of **Week 1** if you do not have a suitable laptop (or tablet) for in-class use.

- **For central technical support go to:** http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/
- **For student quick guides on the use of iLearn go to:** https://students.mq.edu.au/support/study/tools-and-resources/ilearn/ilearn-quick-guides-for-students

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy

- Assessment Policy

- Fitness to Practice Procedure

- Grade Appeal Policy

- Complaint Management Procedure for Students and Members of the Public

- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Undergraduate students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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

If you are a Global MBA student contact globalmba.support@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

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

- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
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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

- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
- Recognise how the student's engagement with the community (through the INTS305 internship) has facilitated mutually beneficial opportunities for generating and sharing knowledge.
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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

- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
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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

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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:

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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

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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

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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

- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.

- Recognise how the student's engagement with the community (through the INTS305 internship) has facilitated mutually beneficial opportunities for generating and sharing knowledge.
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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

- Critically reflect on the development of Graduate Capabilities as well as the student's overall experience in relation to personal and professional development during the course of the internship undertaken as part of INTS305.
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Changes since First Published

Date	Description
02/07/2019	Change to consultation hours.