



INTS3050

International Studies Internship

Session 2, Infrequent attendance, North Ryde 2020

Department of International Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Policies and Procedures</u>	6

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Convenor

Maryam Khalid

maryam.khalid@mq.edu.au

Contact via Email

Room 351, Level 3, 25B Wally's Walk

Please email to book an appointment

Convenor (virtual Japanese placements)

Mio Bryce

mio.bryce@mq.edu.au

Contact via Email

Room 314, Level 3, 25B Wally's Walk

Please email to book an appointment

Credit points

10

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit is offered on a pass/fail basis. This is an internship program primarily for students within the Department of International Studies, however students from outside the Department are welcome to contact the Faculty of Arts PACE staff 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 awareness and 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 which will allow them to develop their intercultural engagement skills. The internship must be organised prior to the start of the study period. Please direct queries, including questions about eligibility and application requirements, to the Faculty of Arts PACE staff through arts.pace@mq.edu.au six weeks before the beginning of session.

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:

ULO1: critically reflect on the development of Graduate Capabilities in relation to personal and professional development during the course of the internship.

ULO2: demonstrate awareness of the cultural, political, and/or social context in which the internship host is located, by creating a report analysing these contextual factors.

ULO3: demonstrate, through analytical reflection in assessment tasks and through effective completion of internship tasks, a range of cross-cultural communication skills.

ULO4: apply the knowledge acquired through University study to real life situations such as those experienced in the internship.

ULO5: apply professional competencies relevant to the internship, including cross-cultural skills and problem-solving skills, in a professional environment.

General Assessment Information

Late Assessment Penalty

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
Supervisor report	10%	No	Week 13
Learning plan	20%	No	Week 3
Final report	30%	No	Week 13
Reflective journal	40%	No	Ongoing

Supervisor report

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 0 hours

Due: **Week 13**

Weighting: **10%**

The student's placement supervisor(s) will assess the student's performance during the internship and determine whether they have met the internship requirements.

On successful completion you will be able to:

- apply the knowledge acquired through University study to real life situations such as those experienced in the internship.
- apply professional competencies relevant to the internship, including cross-cultural skills and problem-solving skills, in a professional environment.

Learning plan

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 5 hours

Due: **Week 3**

Weighting: **20%**

Students will produce a short reflective learning plan that sets out their engagement with the unit's key aims and focus, and their internship.

On successful completion you will be able to:

- critically reflect on the development of Graduate Capabilities in relation to personal and professional development during the course of the internship.
- demonstrate, through analytical reflection in assessment tasks and through effective completion of internship tasks, a range of cross-cultural communication skills.

Final report

Assessment Type ¹: Report

Indicative Time on Task ²: 20 hours

Due: **Week 13**

Weighting: **30%**

Students will produce a report in which they reflect on the internship in the broader context of the host organisation, and its cultural, social, and/or political context.

On successful completion you will be able to:

- critically reflect on the development of Graduate Capabilities in relation to personal and professional development during the course of the internship.
- demonstrate awareness of the cultural, political, and/or social context in which the internship host is located, by creating a report analysing these contextual factors.
- apply the knowledge acquired through University study to real life situations such as those experienced in the internship.

Reflective journal

Assessment Type ¹: Log book

Indicative Time on Task ²: 30 hours

Due: **Ongoing**

Weighting: **40%**

Students will engage in reflective analysis of their internship experiences, including demonstrating their application of relevant skills and knowledge acquired during their studies to the internship.

On successful completion you will be able to:

- critically reflect on the development of Graduate Capabilities in relation to personal and professional development during the course of the internship.
- demonstrate, through analytical reflection in assessment tasks and through effective completion of internship tasks, a range of cross-cultural communication skills.
- apply the knowledge acquired through University study to real life situations such as those experienced in the internship.
- apply professional competencies relevant to the internship, including cross-cultural skills and problem-solving skills, in a professional environment.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

TECHNOLOGY USED AND REQUIRED

Online Unit

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

Is my unit in iLearn?: https://unitguides.mq.edu.au/ilearn_unit_status/ 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.

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 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) (<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.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/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) (<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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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.