



INTS3050

International Studies Internship

Session 2, Infrequent attendance, North Ryde 2021

Department of Media, Communications, Creative Arts, Language and Literature

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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.

Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

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

Email to make an appointment

Convenor (virtual Japanese placements)

Mio Bryce

mio.bryce@mq.edu.au

Contact via Email

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

Email to make an appointment

Credit points

10

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit is designed for students who wish to undertake an internship with an intercultural or international focus and is offered on a pass/fail basis. Students are welcome to contact the Faculty of Arts PACE staff to discuss whether the unit is suitable for them. This unit provides students with the opportunity to gain invaluable work experience related to their degree and develop intercultural awareness and competencies. Students intending to enrol in this unit will need to have sourced an opportunity which will allow them to develop their intercultural engagement skills, ideally within an organisation that has an international profile, mission, or structure. The internship must be organised prior to the start of the study period. Contact Faculty of Arts PACE staff (via email at arts.pace@mq.edu.au) with details of your proposed internship at least 6 weeks before the first week of the relevant session. All queries, including questions about eligibility and application requirements, should also be directed to Faculty of Arts PACE staff. Late applications will not be accepted unless there are documented extenuating circumstances preventing organisation of an internship and completion of the application process before the commencement of the relevant session of enrolment.

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

Please note that the University and the Faculty of Arts have launched a new assessment policy effective as of 1 July 2021. This new policy particularly affects LATE SUBMISSION OF ASSIGNMENTS.

The Faculty policy in relation to late assessment submissions is as follows:

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests, etc.

To be very clear:

- Unless you have applied for special consideration and had your application approved, for each day your assignment is late, 10 marks will be deducted. For example, if you submit your assignment 7 days late, 70 marks will be deducted, which means you will fail that assignment.
- If your assignment is more than 7 days late (including weekends), you will get 0 marks for your assignment.
- These are serious penalties that will substantially alter your final grade and may even

determine whether you pass or fail this unit. Please make every effort to submit your assignment by the due date.

If you find you cannot submit your assignment on time, please apply for Special Consideration through AskMQ. Make sure you read Macquarie University's policy regarding Special Consideration requests before you apply: <https://students.mq.edu.au/study/assessment-exams/special-consideration>

Assessment Tasks

| Name | Weighting | Hurdle | Due |
|------------------------------------|-----------|--------|--|
| Learning plan | 20% | No | Week 3 (17:00 13/8/2021) |
| Reflective journal | 40% | No | Ongoing Weeks 1 to 13 |
| Supervisor report | 10% | No | Convenor will liaise with supervisor at end of placement |
| Final report | 30% | No | Week 13 (17:00 5/11/2021) |

Learning plan

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 5 hours

Due: **Week 3 (17:00 13/8/2021)**

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.

Reflective journal

Assessment Type ¹: Log book

Indicative Time on Task ²: 30 hours

Due: **Ongoing Weeks 1 to 13**

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.

Supervisor report

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 0 hours

Due: **Convenor will liaise with supervisor at end of placement**

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.

Final report

Assessment Type ¹: Report

Indicative Time on Task ²: 20 hours

Due: **Week 13 (17:00 5/11/2021)**

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.

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.

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) (<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 Enquiry Service

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

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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To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

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