# INTS3050

# International Studies Internship

Session 1, Special circumstances 2021

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

# Contents

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**Notice**

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face 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
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

## 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 |
|------|-----------|--------|-----|
| Learning plan | 20% | No | Week 3 |
| Reflective journal | 40% | No | Ongoing |
| Supervisor report | 10% | No | End of placement |

| Name | Weighting | Hurdle | Due |
|---|---|---|---|
| Final report | 30% | No | Week 13, or 2 weeks after placement end, whichever is later |

# 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.

# 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.

# Supervisor report

Assessment Type [1]: Work-integrated task
Indicative Time on Task [2]: 0 hours
Due: **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, or 2 weeks after placement end, whichever is later**
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://policies.mq.edu.au). 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

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

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

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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.