



INTS3050

PACE: International Studies Internship

Session 1, In person-scheduled-weekday, North Ryde 2022

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

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General Information

Unit convenor and teaching staff

Co-convenor

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Co-convenor (Japanese studies placements)

Mio Bryce

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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 due dates above are for placements which start by week 1 of the session. If your placement starts after the first day of week 1, please contact the convenor to organise new due dates for your assessment tasks.

LATE SUBMISSION OF ASSESSMENTS

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 ASSESSMENTS.

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 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
Final report	30%	No	17:00 on 03/06/2022
Supervisor report	10%	No	17:00 on 03/06/2022
Learning plan	20%	No	17:00 on 11/03/2022
Reflective journal	40%	No	17:00 on 03/06/2022

Final report

Assessment Type ¹: Report

Indicative Time on Task ²: 20 hours

Due: **17:00 on 03/06/2022**

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.

Supervisor report

Assessment Type **1**: Work-integrated task

Indicative Time on Task **2**: 0 hours

Due: **17:00 on 03/06/2022**

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: **17:00 on 11/03/2022**

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: **17:00 on 03/06/2022**

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

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 (if required).

- 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 \(https://policies.mq.edu.au\)](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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](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 \(https://policies.mq.edu.au\)](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

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.