



INTS3050

PACE: International Studies Internship

Session 2, In person-scheduled-weekday, North Ryde 2024

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

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>	6
<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.

General Information

Unit convenor and teaching staff

Convenor

Sung-Ae Lee

sung-ae.lee@mq.edu.au

Contact via Email

25WWC, 339

By appointment

Credit points

10

Prerequisites

INTS2001 or INTS2020 or JPNS2022

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. 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.

Visit [Employability Connect](#) for important information on this unit including required preparation and closing dates for PACE activities.

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 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted**, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11:55pm. A 1-hour grace period is provided to students who experience a technical issue. This late penalty will apply to written reports and recordings only. **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs **will be addressed by the unit convenor in a Special Consideration application**.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Learning plan</u>	20%	No	28/7/24, 11:55pm
<u>Reflective journal</u>	40%	No	Ongoing, final compilation due 20/10/24, 11:55pm
<u>Final report</u>	30%	No	3/11/24, 11:55pm
<u>Supervisor report</u>	10%	No	11/11/24, 9:00am

Learning plan

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 5 hours

Due: **28/7/24, 11:55pm**

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, final compilation due 20/10/24, 11:55pm**

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.

Final report

Assessment Type ¹: Report

Indicative Time on Task ²: 20 hours

Due: **3/11/24, 11:55pm**

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: **11/11/24, 9:00am**

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.

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

Access to the unit online

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.

- **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](#)
- [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>). 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 connect.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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the [Service Connect Portal](#), 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.

Unit information based on version 2024.01 of the [Handbook](#)