



POL 835

Internship Project

S1 Day 2019

Dept of Modern History, Politics & International Relations

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	7
<u>Delivery and Resources</u>	8
<u>Unit Schedule</u>	9
<u>Policies and Procedures</u>	10
<u>Graduate Capabilities</u>	12

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

Lecturer, Unit Convenor

Francesco Stolfi

francesco.stolfi@mq.edu.au

Contact via Email

Australian Hearing Hub, level 2, South Wing

Wednesdays 5-6 or by appointment

Course administrator

Kelli-Lee Drake

kelli-lee.drake@mq.edu.au

Contact via 02 9850 8869

Australian Hearing Hub, level 2, South Wing

Please email or call to arrange an appointment

Credit points

4

Prerequisites

(Admission to MPPPMDevStud or (16cp at 800 level including POL820 and POL822)) and permission by special approval

Corequisites

Co-badged status

Unit description

Under this option, students complete a placement with an appropriate policy oriented organisation, undertaking work assigned by the organisation. They will also be required to complete a report on their placement.

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:

Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services

provided to the organisation's clients.

Contribute constructively to a host organisation whilst completing the required number of work hours.

Critically reflect on the development of individual competency and the workplace based experience.

Identify relevant theory learned at university and apply to the internship.

Analyse and critique work integrated learning through reflective practice and the application of academic research.

General Assessment Information

SUBMISSION

All assessments must be submitted to the ilearn site for the unit by 5 pm on the due date. All assessments will be processed automatically through turnitin (anti-plagiarism software).

Please make sure you submit an assignment cover sheet along with your paper. This can be done online in the turnitin submission process.

SPECIAL CONSIDERATION POLICY

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.

PROGRAM COMPLETION

To pass the unit students are required to complete both the required number of internship hours and the academic assessments to an acceptable standard. Upon successful completion of the unit, students will be awarded:

- 4 Macquarie University credit points
- A grade on their Macquarie University academic transcript
- Workplace Supervisor reference

SUPERVISOR REFERENCE

On completion of internship hours, students are required to request their own reference from their Workplace Supervisor. Reference guidelines can be requested from the Unit Convenor if required by the supervisor.

ILLNESS & EMERGENCY

If students cannot attend your internship on any day due to illness, they are required to contact their Workplace Supervisor verbally by phone. If the Supervisor cannot be reached by phone, please contact via email.

In the case of serious illness or medical emergency, students are advised to:

- Ring 000 (the emergency services number in Australia)
- For Medical Insurance, contact OSHC on 1800 814 781

Where possible, advise the Unit Convenor of your current situation OR have your Workplace Supervisor contact them.

Student Emergency Number outside of office hours (9am-5pm): 1800 CAREMQ (227 367)

INTERNSHIP HOURS

- Students must complete **130** workplace hours, as confirmed by their workplace supervisor.
- Students must begin their internship hours at or before the commencement of semester 2, unless otherwise arranged with the Workplace Advisor and Unit Convenor.
- Days and hours of work will be decided in agreement with the student's Workplace Supervisor.
- Hours must be completed by **14 June 2016** unless another date is agreed.
- Students are not required to work over the mid-semester break but can if they wish with the agreement of their Workplace Supervisor. Students are responsible for discussing their mid-semester break plans with their Supervisor a few weeks prior.

INTERNSHIP HOURS LOG

Students are required to complete the Internship Hours Log (see the Unit Schedule) where they will record their hours on a weekly basis. This form must be submitted on completion of internship hours to the Department Administrator (kelli-lee.drake@mq.edu.au). Failure to submit the completed form, signed by the host supervisor will result in failure of the unit. The form will be uploaded onto ilearn.

Students have until **16 June 2019** to submit their signed Internship Hours Log to the Department. If you have completed your workplace hours before this date it is advisable to submit the signed Internship Hours Log as soon as possible to avoid possible delays in receiving your final results for the course.

PROFESSIONAL CONDUCT

Interns are required to:

- Complete their internship tasks to a high standard.
- Dress appropriately for work and meet the standards set for regular employees
- Meet any human resources requirements established by the host organisation for

interns.

- Abide by the rules and regulations set forth by the host organisation and the department to which the intern is assigned, including confidentiality, access to information, safety and security.
- Treat all information gained in the course of the internship with the utmost confidentiality. This includes, but is not limited to office conversations, files and documents, meeting content, intellectual property and all office communications including email, memorandums and notices.
- Adhere to organisational policies on email and internet usage, use of phones and facsimiles and use of office resources (e.g. computers, stationery, mail and courier services, printers and photocopiers) which should be strictly related to internship tasks, unless alternative arrangements have been made.
- Refrain from using their mobile phone, personal email account and social networking technology except for lunch breaks and after-work hours.
- Act in a professional manner at all times, be courteous, sensitive to the needs of others, and provide appropriate assistance.
- Be aware of cultural, religious and professional sensitivities of colleagues and to behave in an appropriate manner.
- Refrain from bringing personal visitors into the workplace without prior permission from the Workplace Supervisor.

Additionally, all intellectual property existing in the host organisation or produced as part of an internship remains the property of the host organisation.

If a student is found to be performing at a sub-standard level or behaving inappropriately, the Unit Convenor will work with both parties to find a solution. If a solution cannot be reached, the student may be removed from the internship placement.

ONGOING EMPLOYMENT

If students are offered an extended contract with the host organisation, they must make alternative insurance arrangements. Macquarie students are only covered under university insurance policies within the semester period. Therefore, if students elect to work after the end of the teaching period, this is a private arrangement between the student and host organisation.

CONFIDENTIALITY

Students are reminded that they are required to abide by the confidentiality policies of their workplace, including academic assessments, discussions in workshops, and reference to their

host organisation in their private lives.

It is the student's responsibility to check with their supervisor about the confidentiality of any organisational information included in their academic submissions.

Only the Unit Convener will have access to academic submissions.

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

This is a graded unit in which students will be awarded one of the following on their academic transcript:

- High Distinction (HD), 85-100 - denotes performance which meets all unit objectives in such an exceptional way and with such marked excellence that it deserves the highest level of recognition.
- Distinction, 75-84 - denotes performance which clearly deserves a very high level of recognition as an excellent achievement in the unit.
- Credit, 65-74 - denotes performance which is substantially better than would normally be expected of competent students in the unit.
- Pass, 50-64 - denotes performance which satisfies unit objectives.
- Fail, 0-49 - denotes that a candidate has failed to complete a unit satisfactorily.

Information concerning grading is contained in the Macquarie University Grading Policy which is available at: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment>

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Organisational review</u>	20%	No	29 March 2019, week 5
<u>Placement report</u>	20%	No	17 May 2019, week 10
<u>Reflective essay</u>	60%	No	7 June 2019, week 13

Organisational review

Due: **29 March 2019, week 5**

Weighting: **20%**

Provide a descriptive account of the organisational context of your host institution including, for example, its history, functions, purposes, aims and objectives. Explain and analyse how the organisation seeks to achieve its purposes, aims and objectives through the services it provides.

750 words

On successful completion you will be able to:

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.

Placement report

Due: **17 May 2019, week 10**

Weighting: **20%**

Analyse your own role within the host institution and the projects and functions with which you are involved. Outline the competencies you are acquiring and developing as part of your role.

750 words

On successful completion you will be able to:

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.

- Critically reflect on the development of individual competency and the workplace based experience.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Reflective essay

Due: **7 June 2019, week 13**

Weighting: **60%**

Discuss and explain how conceptual and theoretical knowledge of Politics and Public Policy aids understanding of the practical work carried out by your host institution. For example, how does your host institutions contribute to the Australian political system? What resources and power does it have? What is its role within the policy cycle? How does it serve the public interest? What constraints does it operate within?

1500 words

On successful completion you will be able to:

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Identify relevant theory learned at university and apply to the internship.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Delivery and Resources

Students approved for this unit complete a placement of approximately twelve weeks at a government or non-government organisation concerned with politics and public policy issues.

At the completion of the unit, students are expected to have developed skills in relation to the application of theory in the real world, work-readiness skills, cross-cultural understanding and a better appreciation of their discipline and future profession.

Any administrative enquiries regarding the unit should be directed to the Internship Administrator:

Mrs Kelli-Lee Drake

Faculty of Arts

Level 2

The Australian Hearing Hub

16 University Avenue

Macquarie University, NSW, 2109

Phone: 9850 8869

kelli-lee.drake@@mq.edu.au

Workplace Supervisor

All students will be appointed a Workplace Supervisor, as per the Internship Project Form. Any work related concerns must first be addressed to the Workplace Supervisor. If an acceptable solution cannot be reached, students must contact the Unit Convenor.

TEACHING AND LEARNING ACTIVITIES

The primary teaching and learning activity is the completion of the internship hours in the workplace.

TECHNOLOGY REQUIRED

Students are expected to have access to the internet and email. Submission of assignments will be required through the unit's ilearn site.

Students can log in to ilearn using the following link: <https://ilearn.mq.edu.au/login/MQ/>

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at www.student.mq.edu.au.

ADDITIONAL WORKSHOPS

All interns are strongly encouraged to make use of the academic and professional development workshops offered at Macquarie University. Workshops are available through the following services and programs:

- Career And Employment Service - www.careers.mq.edu.au/home/
- Global Leadership Program (for students who are part of this program) - www.international.mq.edu.au/glp

Unit Schedule

2018 SEMESTER 2 SCHEDULE

The schedule of internship hours is indicative.

Academic Week	Week beginning	Academic Activities	Internship Activities
1	30 July		Internship Orientation (if offered by host organisation)
2	6 August		Internship hours

3	13 August		Internship hours
4	20 August		Internship hours
5	27 August	Friday 31 August 2018 - Organisational Review Due	Internship hours
6	3 September		Internship hours
7	10 September		Internship hours
	17 September - 1 October	Mid - Semester Break	Internship hours (optopnal)
8	2 October		Internship hours
9	8 October		Internship hours
10	15 October	Friday 19 October 2018 - Placement report due	Internship hours
11	22 October		Internship hours
12	29 October		Internship hours
13	5 November	Friday 9 November 2018 - Reflective essay due	Internship hours
(Exam Period)	from 12 November	Exam period not applicable to IRPG 838	Internship hours (optional)
(Exam Period)		Last Day to submit Internship Hours Log – 23 November 2018	

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.*)

Undergraduate 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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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 improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

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.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.
- Critically reflect on the development of individual competency and the workplace based experience.
- Identify relevant theory learned at university and apply to the internship.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment tasks

- Organisational review
- Placement report
- Reflective essay

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen

fields.

This graduate capability is supported by:

Learning outcomes

- Identify relevant theory learned at university and apply to the internship.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment task

- Reflective essay

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.
- Critically reflect on the development of individual competency and the workplace based experience.
- Identify relevant theory learned at university and apply to the internship.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment tasks

- Organisational review
- Placement report
- Reflective essay

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or

practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Identify relevant theory learned at university and apply to the internship.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment tasks

- Organisational review
- Reflective essay

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.
- Critically reflect on the development of individual competency and the workplace based experience.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment tasks

- Organisational review
- Placement report
- Reflective essay

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Develop an understanding of the purpose, aims and objectives of the host organisation and how these are sought to be achieved and implemented through the services provided to the organisation's clients.
- Contribute constructively to a host organisation whilst completing the required number of work hours.
- Critically reflect on the development of individual competency and the workplace based experience.
- Analyse and critique work integrated learning through reflective practice and the application of academic research.

Assessment tasks

- Organisational review
- Placement report
- Reflective essay