Course Outline

Code: INT300
Title: Internship in Politics and Industry

School: Social Sciences
Teaching Session: Session 8
Year: 2020
Course Coordinator: Dr Stefanie Fishel - sfishel@usc.edu.au
Course Moderator: Dr Shannon Brincat

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1 Description
This capstone course allows you to apply your program learning to a work place placement or an industry related project. This could include a simulation project organized and planned with the help of your supervisor. You will use your advanced knowledge in human security, public policy, politics and international relations in a practical or simulated environment. The purpose of the course is to foster links between you and practitioners in the field and for you to gain an advanced understanding of the different types of work and agencies that operate in International Relations. All placements and projects will be codeveloped with your supervisor and may be in a variety of areas including local politics, national politics, NGOs, lobby groups, the public service, government, and international organisations.

1.2 Field trips, WIL placements or activities required by professional accreditation

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fieldwork or Industry Placement</td>
<td>May include up to 104 work placement hours of Fieldwork or with Industry</td>
</tr>
</tbody>
</table>

2. What level is this course?

300 level Graduate - Independent application of graduate knowledge and skills. Meets AQF and professional requirements. May require pre-requisites and developing level knowledge/skills. Normally taken in the 3rd or 4th year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

<table>
<thead>
<tr>
<th>Specific Learning Outcomes</th>
<th>Assessment tasks</th>
<th>Graduate Qualities or Professional Standards mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>On successful completion of this course, you should be able to:</td>
<td>You will be assessed on the learning outcomes in task/s:</td>
<td>Completing these tasks successfully will contribute to:</td>
</tr>
<tr>
<td>Apply advanced theoretical knowledge to practical situations.</td>
<td>2</td>
<td>Engaged</td>
</tr>
</tbody>
</table>
Specific Learning Outcomes

On successful completion of this course, you should be able to:

1. Produce a professional product for a real or simulated organisation.
2. Reflect on and learn from professional experience demonstrating personal and professional responsibility for own learning and work outcomes.
3. Demonstrate effective communication skills.
4. Display ethical conduct and values to prepare for professional employment in the relevant sector.

Assessment tasks

You will be assessed on the learning outcomes in task/s:

- 1 and 2
- 1 and 2
- 1, 2, and 3
- 3

Graduate Qualities or Professional Standards mapping

Completing these tasks successfully will contribute to:

- Engaged.
- Engaged.
- Engaged.
- Ethical

5. Am I eligible to enrol in this course?

Refer to the USC Glossary of terms for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 Enrolment restrictions

Permission required for enrolment – please contact Course Coordinator.

5.2 Pre-requisites

Any 16 courses

5.3 Co-requisites

Nil

5.4 Anti-requisites

Nil

5.5 Specific assumed prior knowledge and skills (where applicable)

This is a capstone course that should be taken in the third year

6. How am I going to be assessed?

6.1 Grading scale

Limited – Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2 Details of early feedback on progress

The first task is set up to ensure you will get feedback and feel confident in the demands and expectations of this professional placement or project course.

6.3 Assessment tasks

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Assessment Product</th>
<th>Individual or Group</th>
<th>Weighting %</th>
<th>What is the duration / length?</th>
<th>When should I submit?</th>
<th>Where should I submit it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oral</td>
<td>Individual</td>
<td>Pass/Fail</td>
<td>5 Minutes</td>
<td>Week 3</td>
<td>Online Assignment Submission</td>
</tr>
</tbody>
</table>
### Assessment Task 1: Placement or Project Video

**Goal:** You will produce a short video contextualising the placement setting and outline the proposed work activities you will be responsible for, OR contextualising the simulation project and the project plan, the issue or problem being addressed and the key sources and organisations that would be involved.

**Product:** Oral

**Format:** Record a 5-minute video or voice recording which describes your placement or project. You must identify the key theory, models, research and content that will be (expected to be) used or applied in your application.

**Criteria:**
- Communication skills.
- Description of the type and nature of task
- Identification of advanced theoretical knowledge to be used
- Description of practicum or project skills and knowledge to be gained (organisation, collaboration, professional communication etc.).

### Assessment Task 2: Project or Practicum Output

**Goal:** This written piece is representative of the work done either in the practicum or the project. The purpose of this experience is for you to develop closer ties with agencies and industry that work in the International Relations fields and think about applying the theory, knowledge and content you have developed in the program.

**Product:** Written Piece

**Format:** Written piece – style to be negotiated with your supervisor

It may be:
- A project report – with project plan
- A reflection of work experience – with feedback from host agency
- A report developed as part of the practicum
- A negotiated product
- A mock report or brief within simulation of an issue within a work environment

**Criteria:**
- Application of theoretical knowledge
- Production of a professional product
- Reflection on learning and experience
- Communication

### Assessment Task 3: Code of Conduct

**Goal:** This task enables you to become familiar with the code of conduct for your discipline and work within its guidelines during a work integrated learning (WIL) or simulation experience.

**Product:** Code of Conduct

**Format:** During your WIL experience or simulation, you are required to complete a set number of hours as pre-arranged with your supervisor. To be eligible to pass, you are required to complete the
placement satisfactorily according to the criteria below. See Blackboard for your discipline specific Code of Conduct.

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Professional and work attitude.</td>
</tr>
<tr>
<td>• Ability to respond to directions.</td>
</tr>
<tr>
<td>• Communication skills.</td>
</tr>
<tr>
<td>• Organisational skills.</td>
</tr>
<tr>
<td>• Teamwork skills.</td>
</tr>
<tr>
<td>• Time management skills and Completion of tasks</td>
</tr>
</tbody>
</table>

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning, completion of assessable tasks – this includes the 104 workplace hours. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<table>
<thead>
<tr>
<th>Location</th>
<th>Directed study hours for location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sippy Downs</td>
<td>You will have a weekly check in with your course coordinator</td>
</tr>
</tbody>
</table>

8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s) or course reader

Information regarding prescribed texts or other associated resources will be made available on the BlackBoard site prior to commencement of study.

8.2 Specific requirements

Nil

9. How are risks managed in this course?

Risk assessments have been performed for all field activities and a low level of health and safety risk exists. Some risks concerns may include working in an unknown environment as well as slip and trip hazards.

It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University’s general health and safety principles by reviewing the online Health Safety and Wellbeing training module for students, and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1 Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.
In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 Assessment: Additional requirements

Limited Graded Course:
This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC. In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3 Assessment: Submission penalties
You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

10.4 Study help
In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to Student Hub.
Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Links to relevant University policy and procedures
For more information on Academic Learning & Teaching categories including:
- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching

10.6 General Enquiries
In person:
- USC Sunshine Coast - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- USC Moreton Bay – Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie.
- USC SouthBank - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- USC Gympie - Student Central, 71 Cartwright Road, Gympie
- USC Fraser Coast - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- USC Caboolture - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890
Email: studentcentral@usc.edu.au