



UNSW
SYDNEY

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ARTS3759

Preparing for and Reflecting on International Internships

Term One // 2020

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Susanne Schmeidl	s.schmeidl@unsw.edu.au	by appointment	138 Morven Brown Building	(02) 9385 2405

School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

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Course Details

Credit Points 6

Summary of the Course

Subject Area: *Development Studies*

This course prepares you for the intensive demands of an international work-integrated learning experience. In the four days of intensive workshop activities, you will discuss the importance of contextualising your experience, and develop reflective skills necessary to maximise your learning on placement. Aligned with UNSW's emphasis on work-integrated learning, this course is designed to ensure that you get the most out of your internship or placement overseas, and that you can both contribute to, and benefit from your period with, your host organisation in an ethical, respectful, and mutually productive way.

Course Learning Outcomes

1. Articulate an understanding of how theories shape practice.
2. Exhibit critical awareness and context-sensitive appreciation of development, humanitarian, and/or community practice.
3. Evaluate the ethical dimensions of development, humanitarian, and/or community practice, including but not limited to human rights and social justice principles.
4. Reflect on and evaluate workplace practice, professional development, and learning.

Teaching Strategies

This course uses Problem-Based Learning (PBL) which puts the student at the centre of the learning journey, requiring them to play an active role in the learning process. Students are engaged with contributing to real-life problems. This means that students are able to apply what they learned, acquire new skills (field knowledge, team work, organisational knowledge) that will benefit their future careers. There are several reasons for using PBL in this course:

It revolves around the student: In a PBL environment students are personally responsible for what they learn. They take part in discussions, share knowledge and, together with their host organization formulate your own learning objectives.

Learning dynamically: By approaching development questions in practise, students can apply theoretical learning and reflect on the learned while gaining new skills. They can also identify gaps in their knowledge that they can fill upon returning. The opportunity to reflect on the field experience enhances students ability to become an observant change-practitioner.

Acquiring skills for life: An intensive work-experience can provide students with the first taste of what it means to be a development professional and gain skills they are unlikely to acquire in a class-room setting. A field internship in a culturally diverse environment making the discussions especially lively and being part of a team in a community organization presents student with the opportunity to work with people from highly divergent disciplinary backgrounds. Students learn essential skills, such as listening to others, presenting their viewpoint, debating, writing reports and working collaboratively.

Assessment

- Assessments should be referenced in accordance with the School of Social Sciences Referencing Guide, available at https://socialsciences.arts.unsw.edu.au/media/SOSSFile/SoSS_Referencing_Guide_2019.pdf No footnotes, please! The SoSS guide uses an in-text citation system.
- Please do NOT use web reference pages such as Wikipedia etc. Official aid organisation websites are OK to use.
- Essays are meant to demonstrate knowledge of course readings – thus you are required to engage with course readings in addition to doing your own independent research.
- You must have a bibliography in addition to the in-text references in the essay. 5% of the final mark will be taken off if you fail to include a bibliography.
- Word counts include the entire essay text as well as in-text citations. Only the bibliography is exempt from the count.
- Stay with assigned word counts. For the first two essays we allow a +/- 10% margin (above and beyond the word count), anything above [or below] this margin will result in a penalty of 5% deduction of the final mark for every 50 words. For the FINAL essay, you should stay within the word range provided (don't go above or below).
- The course convenor is happy to discuss questions about your assignment while you are researching but will NOT be available to read drafts.
- Discussion of essays will only be available in allocated consultation sessions or by appointment.
- Please keep your email questions to a minimum.
- It is your responsibility to keep a copy of your work in case of loss of an assignment. You are also responsible for checking that your submission is complete and accurate.

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Context Assessment	30%	21/02/2020 11:00 PM	2
Pre-Departure Portfolio	30%	28/02/2020 11:00 PM	1,3
Final Report	40%	15/05/2020 11:00 PM	1,3,4

Assessment Details

Assessment 1: Context Assessment

Start date: Not Applicable

Length: 1,500 words

Details: Students submit an essay (1,500 words) covering the key socio-demographic, economic, political (incl. history) and environmental context that will form part of their internship environment. Students will be assessed based on a rubric made available to them at the start of the course so they can work towards specified standards. Written feedback and a numerical grade will be provided within ten working days of submission.

Additional details:

Please consult Moodle for further information

Submission notes:Online submission

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Assessment 2: Pre-Departure Portfolio

Start date: Not Applicable

Length: 1,500

Details: Students submit a three-part portfolio (1,500 words) which consists of short blogs outlining their a) Positionality b) Internship Expectations and c) Risk assessment/minimisation strategy. Students will be assessed based on a rubric made available to them at the start of the course so they can work towards specified standards. Written feedback and a numerical grade will be provided within ten working days of submission.

Additional details:

Please consult Moodle for additional information.

Submission notes:Online submission

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Assessment 3: Final Report

Start date: Not Applicable

Length: 2,000-2,500

Details: Students submit an individually written report (max. 2000-2500 words) critically reflecting on key lessons learned during the internship, referencing relevant disciplinary literature. Students will be assessed based on a rubric made available to them at the start of the course so they can work towards specified standards. Written feedback and a numerical grade will be provided within ten working days of submission. This is the final assessment for the course.

Additional details:

Please consult Moodle for further information.

Submission notes:Online submission

Turnitin setting: This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Attendance Requirements

This course is offered in blended modus. Students are required to attend TWO face-to-face sessions scheduled at the beginning of the course. The online Course Modules are designed for students to move through them roughly 1-2 modules per day. This will ensure a balanced preparation for the Global Change Internship. No completing online modules in a timely fasion can jeopardise course progression and overseas prepradeness.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 17 February - 21 February	Blended	This course is offered in intensive modus over two weeks. During this first week there is one face-to-face session on Monday, 17 February 2020 (3-6pm). Otherwise students should work through the modules in their own time, roughly 1-2 modules per day. It is important that the students pace their completion so they can asks questions for the second face to face session held in Week 2.
Week 2: 24 February - 28 February	Blended	<p>This course is offered in intensive modus over two weeks. During this second week there is one face-to-face session on Monday, 24 February 2020 (3-6pm). Otherwise students should continue to work through the modules in their own time, roughly 1-2 modules per day. You need to have completed all modules before leaving for your overseas workplacemet experience.</p> <p>The FINAL Face to Face Session will occur after you return from overseas and will be held on 4 May 2020 (afternoon).</p>

Resources

Prescribed Resources

Please consult Moodle, all resources are provided online.

Recommended Resources

Please consult Moodle, all resources are provided online.

Course Evaluation and Development

Student evaluative feedback is gathered through UNSW's My Experience. Students have also the opportunity to provide feedback for each online course module and during the face-to-face sessions. Your feedback is important to ensure that our course delivery is meeting student needs. We are looking towards streamlining the online course modules and have used past feedback to improve delivery.

Submission of Assessment Tasks

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

<http://subjectguides.library.unsw.edu.au/elise/aboutelise>

Academic Information

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

<https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

Image Credit

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