IEST5004

Environmental Management Research Internship

Term Two // 2019

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Tema Milstein	tema.milstein@unsw.edu.au	appointment by email	Morven Brown MB364	9385 3797

School Contact Information

School of Humanities and Languages

Location: School Office, Morven Brown Building, Level 2, 258

Opening Hours: Monday - Friday, 9am - 5pm

Phone: +61 2 9385 1681

Fax: +61 2 9385 8705

Email: hal@unsw.edu.au

Course Details

Credit Points 6

Summary of the Course

The objective of the environmental management research internship is to provide students the opportunity to work with experienced environmental practitioners in a professional setting. Students will be expected to use the knowledge gained in previous MEM courses, and to apply it to project tasks throughout the internship. Details of the tasks will be arranged in consultation with the course coordinator or MEM coordinator and their on-site supervisor (an approved staff member within private or public sector institution or organization). Prior to placements in organizations, the course coordinator will work with students and agencies to ensure that the students are prepared, and the project is appropriate. Prior to, during, and after the internship, the student will prepare and submit an internship project brief, a series of blog posts and final report related to the project topic.

Note: Admission to the course is competitive and subject to a written application. Please contact the School of Humanities and Languages for application information.

Note: this course is available by distance study.

Course Learning Outcomes

1. Students learn how to develop a professional/research project through liaison with a partner organisation
2. Students must develop project aims and scope
3. With the partner organisation, students must develop and apply appropriate methodologies to address the aims of the organisation and the student project
4. Students learn to conduct literature reviews in to address specific reseearch topics.
5. Students analyse, report and interpret findings
6. Students learn to deliver conclusions and recommendations through reporting and oral delivery

Teaching Strategies

Teaching strategies include: group research workshops, consultation and supervision meetings with your course co-ordinator, internship activities including a working relationship with your host organisation, and reporting via a research paper and a seminar presentation.

Assessment

The format, length and scope of all assignments is for negotiation between you, the convenor and your host organisation. See further details in your Moodle site, and more guidance will be given in consultation meetings early in the Term.

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Internship research brief	10%	Within the first 2 weeks of term	1,2
Internship Diary	10%	End of term	1
Oral presentation of results and findings of internship project	20%	Towards the end of term	5,6
Final Report	60%	Usually one week after end of term	3,4,5,6

Assessment Details

Assessment 1: Internship research brief

Start date: Start of term

Details: Short brief with project aims, scope and letter of agreement with organisation included.Review by course convenor

Additional details:

The brief for the Internship is established in consultation between the Course Conevnor and the host organisation. Normally the brief will be determined and written within the first two weeks of the Term.

Turnitin setting: This is not a Turnitin assignment

Assessment 2: Internship Diary

Start date: Start of term

Details: In order to assist with student project management skills, students must keep and submit a diary report indicating activities, project planning and timelines.Assessed by the convenor

Turnitin setting: This is not a Turnitin assignment

Assessment 3: Oral presentation of results and findings of internship project

Start date:

Details: Oral presentation of findings towards end of internshipPartner and convenor comment and this provides assistance with final report completion

Additional details:

The format and content will be determined by the convenor and the host organisation.

Turnitin setting: This is not a Turnitin assignment

Assessment 4: Final Report

Start date:

Details: Final report detailing aims, scope, methods, activities conducted, results/findings, relevant literature, and recommendations for the organization.Review by course convenor and comments from organisation supervisor.

Additional details:

Please liaise with the course convenor who will co-supervise your work with your host organisation.

Submission notes: Full details to be negotiated with host organisation

Turnitin setting: This is not a Turnitin assignment

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 3 June - 7 June	Project	A weekly schedule is not provided here. During or before the first week of Term, the scope of the internship needs to be determined in negotiations between host organisation, you, and the Convenor. All other scheduling and requirements flow from this early establishment of the internship. Further guidance is available via your Moodle site; and please contact the course Convenor for discussion of topics, hosts, and plans.
Week 11: 12 August - 16 August	Project	By the final week of Term, your work with a host organisation is complete, you have developed your diary, and your final report and a presentation are ready.

Resources

Prescribed Resources

The resources needed for your Internship will be determined by the scope and intent of the project, and by the requirements of your host organisation and your course convenor, related to your topic.

Recommended Resources

You are expected to exercise a high degree of initiative in finding additional materials relevant for your project.

Course Evaluation and Development

Like all MEM courses, the approach to the Internship is developed on the basis that independent learning is highly valued by students, based on past experience and previous feedback. Students have also expressed strong interest in the external industry/government/community experience that the Internship offers.

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

On the road to Lake Vembanad. Photo by James Arvanitakis.

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