



**UNSW**  
SYDNEY

Australia's  
Global  
University



# **POLS5100**

International Relations Internship

Term Two // 2019

## Course Overview

### Staff Contact Details

#### Convenors

Name	Email	Availability	Location	Phone
Alexander Korolev	a.korolev@unsw.edu.au	by appointment	Morven Brown 114	61 2 9385 1384

### School Contact Information

School of Social Sciences

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## **Course Details**

### **Credit Points 6**

### **Summary of the Course**

In this work integrated learning experience you will apply and extend your theoretical knowledge and practical research, communication and collaboration skills in a professional environment. You will be placed part-time with a research institute, an international organisation, a non-government organisation, a government agency or a member of parliament (usually one day per week for 10-12 weeks). During this time, you will complete a research project negotiated with the workplace supervisor. Successful completion of the internship is dependent on the fulfilment of a contract that will be jointly negotiated between the internship director, workplace supervisor and you, the student. Your work placement will be supplemented with workshops at UNSW which focus on policy-making processes and reflective, professional practice.

### **Course Learning Outcomes**

1. Demonstrate applied independent problem solving ability in the workplace through the successful completion of the internship and the research project(s) required by your agency.
2. Communicate clearly and effectively in both written and oral form.
3. Deploy theoretical insights from the discipline to reflect critically on policymaking and/or organisational processes.
4. Articulate an awareness of career options and possibilities

### **Teaching Strategies**

In this course students will engage with both the practical and theoretical components of their discipline and with the application of these components outside university. Students are expected to engage with their experiences through workshops during the semester providing the opportunity for reflective feedback and exchange of experience between peers. Students are also expected to present their experiences in the format of a critical reflection and a detailed project report. Students are encouraged to contextualise their discipline-related theoretical and methodological knowledge in the 'real world' of research and policy making through the internship and through the project report. The workshops provide an inclusive forum for the diverse experiences of students to be shared and discussed, and for these to be linked back to the key themes, theories, and methods in the discipline of public policy and/or international relations. Project reports will reflect the range of contexts and material that different students experienced during their internships.

## Assessment

**Important information:** In order to pass this course, you must satisfactorily complete the assessments tasks outlined herein *and* the tasks allocated to you by your host institution.

**PLEASE NOTE – STUDENTS COMPLETING THEIR INTERNSHIP WITH JUBILEE AUSTRALIA AS PART OF THEIR MAIR WILL BE REQUIRED TO LOCATE THEIR EXPERIENCE WITHIN BROADER IR DEBATES ABOUT THE NATURE/DISTRUBUTION OF POWER IN THE INTERNATIONAL SYSTEM, AND THE ROLE OF NGOS IN THAT SYSTEM. THIS ASPECT OF THE ASSIGNMENT WILL BE DISCUSSED DURING THE WORKSHOPS.**

### Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Draft Organisational Essay Plan	10%	08/07/2019 11:00 PM	1,2,3
Reflective Journal	40%	19/08/2019 11:00 PM	1,2,4
Organisational Essay	50%	19/08/2019 11:00 PM	1,2,3

### Assessment Details

#### Assessment 1: Draft Organisational Essay Plan

**Start date:** Not Applicable

**Details:** 1000 words. The aim of this assignment is to guide you in the collection of evidence for your organizational essay. Written feedback from Course convenor.

#### Additional details:

The aim of this assignment is to guide you in the collection of evidence for your essay. You need to provide the academic coordinator with a report summary of the tasks you have been set in the context of the host organization's work. The report summary should indicate (a) the task(s) assigned to you; (b) the overall policy framework of the organization; (c) an evaluation of your progress to date; and (d) an assessment of the work required to complete your internship. This assignment is constructed so that students are guided in setting their own report question and theoretical framework which demonstrates an understanding of the requirements of the final task set for this course. Engaging in this assessment should indicate a level of effective communication of the link between the literature set for this course and the vocational placement experience also providing a structured plan for the argumentative report.

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

#### Assessment 2: Reflective Journal

**Start date:** Not Applicable

**Details:** 1500 words. Critical reflection on the internship experience. Unlike the organisational essay, this task is focused on your own personal experience and learning / transformation throughout the period of the internship. Feedback is in the form of written comments from the course convenor.

**Additional details:**

This journal should be an analytical reflection on the internship experience. You should draw on the theories and/or concepts you have covered during your university studies. The journal should articulate what you have learnt from the internship experience and its value in terms of enabling you to draw on your postgraduate studies here at UNSW.

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

**Assessment 3: Organisational Essay**

**Start date:** Not Applicable

**Details:** 3000 words. Upon completion of the internship students are required to submit an essay that provides a critical evaluation of the internship experience through a focus on the host organization. This is not meant to be a critique of the host organization but a demonstration of what has been learnt about the organization (and working in that area of public policy) through the internship experience. Feedback will be in the form of written comments by the course convenor. This is the final assignment of the course

**Additional details:**

This assignment is constructed so that students are engaged in independent and reflective learning. As a starting point you may consider the following questions in terms of structuring your essay:

***From an organisational perspective:***

- o what does the host organisation do?
- o how is the host organisation organised to achieve its objectives?

***From a functioning of management perspective:***

- o how are problems tackled within the host organisation?
- o why are there problems within the host organisation?

***From a knowledge and power perspective:***

- o what does this tell you about the management process
- o (especially in terms of objective setting) within the host organisation

**Turnitin setting:** This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

## Attendance Requirements

The schedule of this course is necessarily flexible and will differ for each student depending upon the work arrangements negotiated with the host organisation (with the assistance of the course convener). Typically, interns will spend one day per week with their host organisation. Twice during the semester, students will come together for a workshop at UNSW to discuss and reflect on their internship experiences. The dates of these workshops will be agreed on once the internship schedule of all students has been confirmed.

For the purpose of attendance monitoring, the final assessment for this course is the organizational essay worth 50% of your overall grade for this course. This is the assessment item that will be graded at zero if you do not meet the attendance requirement for this course.

For this course, attendance is calculated as shown in the table below:

Learning activity	Monitoring mechanism	Minimum attendance requirement
Internship activities with host	Host to keep roll	10/12
Meetings with Course Convenor	Convenor to keep roll	2/2

If you arrive more than 15 minutes late, or leave class with more than 15 minutes remaining, you may be recorded as absent. If such a penalty is imposed, you will be advised in writing within 24 hours. Attempts to falsify attendance records will be treated as student misconduct under the *Student Misconduct Procedure*.

## Course Schedule

[View class timetable](#)

### Timetable

Date	Type	Content
TBC: 3 June - 16 August	Group Activity	Twice during the semester, students will come together for a workshop at UNSW to discuss and reflect on their internship experiences. <b>Please note, TBC:</b> <b>The dates of these workshops will be agreed on once the internship schedule of all students has been confirmed.</b>

# Resources

## Prescribed Resources

**The University is able to facilitate successful applicants' internships with the research-based advocacy NGO Jubilee Australia from a campus-based location. Students may also independently locate other host organizations and obtain a permission from the MIR convenor to have internship there.**

## Reading and resources

There is no set reader for this course. However the following is a list of recommended readings and resources that will help you during your internship and with your written assessments and oral presentations. It will be extremely difficult to complete your assessments without consulting a number of the readings on this list.

There is a lot of excellent literature on the making of public policy in Australia, in other countries, and at the global level. This list is not exhaustive, in fact it barely scratches the surface. You are encouraged to use these sources as a starting point and add your own sources to this list throughout your internship. The following list includes recent books written in this area as well as some classic books that have defined the analysis of public policy. The books you choose to read will depend on the focus of the agency where you are doing your internship and your own interests. It will probably also depend on whether their operations are local, national, or global. Most of the books listed here are edited works with different case studies in each chapter which makes them very up to date and means they cover a vast range of public policy issues. Remember, the best place to find policy documents is the institution, department, or organisation that produced them- so that should always be your first stop.

In your exploration of the public policy literature, you will find the library website an invaluable resource. <http://www.library.unsw.edu.au>.

You will also benefit from becoming familiar with GoogleScholar (<http://scholar.google.com>) as a key search engine for academic publications and reports. You can set up the preferences to link to the UNSW Library even when you are not on campus. Go to Google Scholar> settings> library links, and enter 'University of New South Wales' in the box for "Library":

You can sign up for Table of Contents (TOC) Alerts from the homepages of relevant journals, to receive an email whenever new articles are published in that journal. Journal websites will often carry information on the most viewed and most cited articles; these are likely to be interesting and often influential contributions. Google Scholar will also point you to articles that have cited a particular article and hence will be related to the topic.

## Recommended resources

Brown, L. D. & Ebrahim, A. & Batliwala, S. (2012), "Governing International Advocacy NGOs", *World Development*, Vol. 40, No. 6, pp. 1098–1108.

Clegg, Stewart (1990) *Modern Organisations* (London: Sage).

Clegg, Stewart (1998) *Changing paradigms: The Transformation of Management Knowledge for the 21st*

Century (London: Harper Collins).

Clegg, Stewart (2006) *The SAGE handbook of organization studies* 2nd edition (London: Sage ).

Considine, Mark (2005), *Making Public Policy* (Cambridge: Polity Press).

Goodman, J. (2012), "Non-state actors: Multinational Corporations and International Non-Governmental Organisations", In Anthony Burke and Jim George (eds.) *An Introduction to International Relations*, 2nd Edition, Cambridge: Cambridge University Press, pp. 310-322.

Jordan, S. & Tuijl, P, V. (2000), "Political Responsibility in Transnational NGO Advocacy", *World Development*, Vol. 28, No. 12, pp. 2051-2065.

Jubilee Australia Research Centre (2014) *Voices of Bougainville: Nikana Kangsi, Nikana Dong Damana*, self-published, Sydney.

Kilby, P. (2006), "Accountability for Empowerment: Dilemmas Facing Non-Governmental Organizations", *World Development*, Vol. 34, No. 6, pp. 951–963.

Morgan, Gareth (1996) *Images of Organisations* (London: Sage).

Phillips, R (2010) 'Social-Policy Research in Human-Services Non-Government Organisations in Australia: Towards a Theorisation', *Third Sector Review*, vol. 16, no. 3, pp. 7-24.

Ronit, K. (ed.) (2007) *Global Public Policy: business and the countervailing powers of civil society* (London: Routledge).

Rossteutscher, S. (ed.) (2005) *Democracy and the Role of Associations: political, organizational, and social contexts* (New York: Routledge).

Yaziji, M & Doh, J. (2009), *NGOs and Corporations*, Cambridge: Cambridge University Press.

## **Recommended Resources**

### **Course Evaluation and Development**

Student evaluative feedback is gathered at regular intervals using UNSW's My Experience process. Informal feedback and class-generated feedback are also welcome and are an important component of this course. Student feedback is taken seriously, and continual improvements are made to the course based on this feedback, including regular revisions of readings, class-based exercises and assessment practices.



## **Submission of Assessment Tasks**

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### **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](mailto: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/>

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