DISABILITY AND LEARNING SUPPORT SERVICES

The University offers a range of services and supports for students with a disability and it is important that these are negotiated early in the semester. Students who require alternative arrangements such as Special Exam Arrangements and assessment or study support should discuss their needs with the Disability Services Officer and/or the Course Coordinator as soon as possible.

The University offers a range of academic skills services to assist students with the development of writing and study skills. Workshops on topics such as critical thinking, clearer writing and essay writing are held most weeks throughout the semester and a semester workshop timetable can be accessed on the USC Portal (MyOrganisations/Academic Skills/Workshops). Learning fact sheets are also readily available on the USC Portal (MyOrganisations/Academic Skills/SelfHelp). Students can also make an appointment with an academic skills adviser at Student Services for one-on-one assistance with study and academic writing skills.
FIELD OF EDUCATION
090399

WORK EXPERIENCE IN INDUSTRY

☑ This course involves work experience in industry.
☐ This course does not involve work experience in industry.
☑ Learning and performance is directed by USC or persons engaged by USC.
☐ Learning and performance is supported by USC or persons engaged by USC.
☐ No support is provided for learning and performance by USC or persons engaged by USC.

PROGRAM(S)
Nil

MAJORS AND MINORS
Not Applicable

REQUIRED COURSE IN PROGRAM
Nil

CONTACT HOURS
150 hours Placement (*Plus Seminars and Thank You function*)

PRE-REQUISITE
Course Coordinator's approval

MODE
Internal

UNITS
24 units

ENROLMENT RESTRICTIONS
The Australian Internship is only available to study abroad students for whom placements can be arranged.

COURSE COORDINATOR
Name: Marcus Mueller
Ph: 5459 4624
Room: B1.49
Email: mmueller@usc.edu.au

INTERNATIONAL PLACEMENTS OFFICER
Name: Ms Wendy Traves
Ph: 5459 4560
Fax: 5430 2859
Email: wtraves@usc.edu.au
COURSE DESCRIPTION TO BE USED FOR STUDENT HANDBOOK

Available to Study Abroad Students only. Enrolment in this course requires Course Coordinator approval.

Internships are an important part of experiential learning, allowing students to apply the skills and knowledge acquired in a formal educational setting to a workplace. USC offers internships in a range of disciplines and fields from health and community service to information technology and graphic design.

LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>USC Graduate Attributes</th>
<th>Learning Outcomes</th>
<th>Learning/Assessment Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On completion of this course students should be able to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to understand and make general statements about relevant aspects of a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>particular workplace</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>• Ability to make sense of, critically analyse, and communicate the internship</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>experience</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>• Identify specific workplace-based skills and competencies</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>• Ability to understand and make specific statements about one person’s role,</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>duties and approach to their work in a particular workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reflect upon and integrate their learning experiences</td>
<td>✓ ✓</td>
</tr>
<tr>
<td></td>
<td>• Select and collect a range of appropriate resources relevant to the functioning</td>
<td>✓ ✓</td>
</tr>
<tr>
<td></td>
<td>of a workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify learning objectives and design strategies to achieve them</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>• Undertake specified duties that make a contribution to a real workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate grammatically correct writing and appropriate referencing style</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td></td>
<td>• Participate in group discussions</td>
<td></td>
</tr>
</tbody>
</table>

COURSE CONTENT

This course is designed to enable Study Abroad Students to:

- Participate in the life of a real workplace;
- Undertake specified duties that make a real contribution to the workplace;
- Identify learning objectives and design strategies to achieve them;
• Select and collect a range of appropriate resources relevant to the functioning of the nominated workplace (eg academic journal articles, brochures etc);
• Make general statements to demonstrate your understanding of relevant aspects of the nominated workplace;
• Make specific statements to demonstrate your understanding of one person’s role, duties and approach to their work in your nominated workplace; and
• Critically analyse, and communicate the learning experiences from your internship experience.

LEARNING/ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Learning/Assessment Tasks</th>
<th>Due Date</th>
<th>Word Length</th>
<th>Assessment Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Outline of Learning Objectives developed with host workplace supervisor.</td>
<td>Due Week 3</td>
<td>250 Words</td>
<td>5%</td>
</tr>
<tr>
<td>2. Internship Portfolio:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Preliminary Portfolio:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Reflective Journal Entry (ie weekly summaries) for first 3 weeks of the placement.</td>
<td>Due Week 4</td>
<td>3 x 300 words plus 3 highlighted articles</td>
<td>5%</td>
</tr>
<tr>
<td>(ii) A copy of each of 3 relevant refereed academic journal articles with portions relevant to your work placement, highlighted.</td>
<td>Due Week 10</td>
<td>Total 3000 words plus appendices</td>
<td>15%</td>
</tr>
<tr>
<td>B. Completed Portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Major Consultancy Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Report Plan</td>
<td>Due Week 5</td>
<td>300 words</td>
<td>5%</td>
</tr>
<tr>
<td>(Students are required to attend an individual meeting with the Course Coordinator to receive feedback on the report plan and to receive advice on how to approach the major report)</td>
<td>(At a time to be arranged in Week 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Completed Major Report</td>
<td>Due Week 11</td>
<td>2500 words</td>
<td>15%</td>
</tr>
<tr>
<td>4. Completion of workplace experience (150 hours over 10 weeks)</td>
<td>Ongoing</td>
<td>N/A</td>
<td>50%</td>
</tr>
<tr>
<td>5. Participation in Seminars and the final “Thank You” function.</td>
<td>Dates listed in the Course Schedule below</td>
<td></td>
<td>5%</td>
</tr>
</tbody>
</table>

TOTAL 100%

LEARNING/ASSESSMENT TASKS

Learning/Assessment Task 1: Outline of Learning Objectives

Description

During the first week of placement you will complete an outline of the expected Learning Objectives relating to the Internship placement as agreed with your Workplace Supervisor, and over the next 2–3 weeks you will develop strategies for addressing them. This outline is submitted in a written report, and submitted to the Course Coordinator. This outline will also later be included in your Internship Portfolio.
Assessment Criteria:

The Outline will be assessed according to:

- The extent to which the Learning Objectives and the strategies for addressing them are appropriate and realistic, and
- The quality of the written communication skills, including expression, grammar and spelling.

Learning/Assessment Task 2: Internship Portfolio

PART A: Preliminary Portfolio

Description

(i) **Reflective Journal Entry** for each week of the first three weeks of placement that relates your weekly experience to your Learning Objectives and the relevant academic literature, and

(ii) A copy of **three only** academic journal articles with sections relevant to your workplace/industry highlighted *(you may of course refer to more than three in your journal entries)*.

These items will be returned to you to be included in the final portfolio.

Assessment Criteria

(i) Reflective Journal Entries will be assessed according to the degree of integrated theoretical and practical learning experiences, and should demonstrate the ability for reflective practice relating to the Learning Objectives.

(ii) The journal articles selected must highlight the relevance of the article to the Internship placement and contribute meaningfully to the final Portfolio.

PART B: Completed Portfolio

Description

The complete Internship Portfolio will contain:

- Outline of Learning Objectives – *(Include the original and any revised versions)*
- Copies of signed weekly time sheets
- Copies of all progress reports
- A Reflective Journal Entry for each week of placement that relates your week’s experience to your objectives and the relevant academic literature. **Please use an accepted academic style for all referencing**
- Appendices as considered to be appropriate

Assessment Criteria:

Portfolios will be assessed on the following:

- Evidence of the ability to think and write critically about the Learning Objectives
- Demonstration of reflective practice skills
- The appropriate selection of three journal articles and the highlighted portions for their relevance to your placement
- The ability to reflect on and adjust where necessary and appropriate Learning Objectives
- The extent to which the entries integrate theoretical and practical learning experiences and reflect the Learning Objectives
- Satisfactory academic standard
- Appropriate choice and presentation of appendices
• Appropriateness of style and presentation of a well organised and structured portfolio, and
• Grammatically correct and correct spelling.

Learning/Assessment Task 3: Major Consultancy Report

PART A: Report Plan

The Report Plan is a brief document that shows how you intend to approach Learning Assessment Task 3, Part B (Major Report).

Description:

The Consultancy Report Plan consists of:

• Proposed section headings relating to the specific issue to be addressed
• A brief statement under each section heading of what is intended to be discussed under that heading
• A proposed flowchart or brainstorm diagram that demonstrates your initial thoughts on how to approach the report and the type of content that will be covered in the report, and appropriateness of the identified issue which is the basis of the consultancy report
• Reference list indicating three appropriate journal articles relevant to your placement’s industry/sector

Assessment Criteria:

The Report Plan will be assessed according to the following:

• Suitability of approach
• Relevance to the student’s workplace
• Ability to link theory and practice
• Clear expression, correct grammar and spelling
• Appropriate choice of journal articles
• An appropriate academic referencing style
• Correct formatting of Reference List

PART B: Completed Major Consultancy Report

Description:

For this Report, you are to imagine yourself as an external consultant employed to critically assess your placement workplace. Your Report will provide advice to the manager/proprietor on how effectively the business or part thereof is operating and how, informed by the theory related to the industry/sector, the business or part thereof could improve.

The Internship Major Report consists of:

• Executive Summary
• List of Contents (not to be included in word count)
• Report material, organised under appropriate section headings
• Appropriate Illustrations
• Conclusion and List of Recommendations
• Reference List (not to be included in word count)

You will refer to at least three journal articles in your Report. You may use the same articles you selected for your Plan or you may choose to substitute one or more for other more appropriate references. There is no need to provide copies of articles in your Report.

Assessment Criteria:

The Report will be assessed according to the following:
Learning/Assessment Task 4: Completion of workplace experience

Description:
Students must complete 150 hours at their worksite over the 10 week program.

Assessment Criteria:
Performance at the workplace will be assessed by the Course Coordinator in conjunction with your Workplace Supervisor. Workplace Supervisors will complete the Progress and Final Evaluation Reports they receive as part of their Host Manual. You must also submit signed time sheets indicating the hours you have completed weekly. A site visit is also scheduled to determine satisfactory performance and progress, and suitability of placement for student and host.

Learning/Assessment Task 5: Participation in Seminars and the final “Thank You” function.

Description
Participation marks will not be awarded unless you attend the scheduled Seminars and the final “Thank You” function the Internship. These are noted in the Course Schedule which is detailed in this course outline.

Assessment
Demonstrated active and serious involvement in seminars through questions, comments, and other contributions.

FURTHER ASSESSMENT, SUBMISSION NOTES AND DATES

All assessment items must be submitted as hardcopy with a signed COVER SHEET which is available on the Student Portal at: Faculty of Arts and Social Sciences (Students), to FASS Administration (Wendy Traves) and as email to the Course Co-ordinator, Marcus Mueller.

Assignment due dates are referring to internship weeks which can be found in the course schedule.

Your final grade in this course will be based on your successful completion of the placement as determined by your Course Coordinator in conjunction with your Workplace Supervisor in her/his Final Evaluation (see the student manual for a copy of this evaluation form and an indication of the criteria against which you will be evaluated), on the successful completion of an Internship Portfolio as assessed by the Course Coordinator as well as your participation in seminars and the final “Thank You” function.

NOTE: ALWAYS retain COPIES of ALL submitted assessment items and back everything up. Assignments can and do go astray. It is your responsibility to show that you submitted your assignment and to provide a back-up copy if required. The submission of written material is on the understanding that YOU have retained a COPY.
Late submission will be penalised by deducting 10% of total marks for an assignment per day.

COURSE SCHEDULE
You will be supervised in three different ways:

i) The USC Course Coordinator ensures that the academic component of the course is completed;

ii) The International Placements Officer ensures that all procedural matters are dealt with and is responsible for site visits across the semester; and

iii) The host organisation will provide a Workplace Supervisor to guide, monitor and evaluate your performance.

<table>
<thead>
<tr>
<th>Weeks as per University Calendar</th>
<th>INTERNSHIP WEEKS</th>
<th>SEMINARS</th>
<th>ASSESSMENT &amp; DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 1 22-26 February</td>
<td></td>
<td>BRIEFING SEMINAR 1: Date/Venue/Time TBA Self-Reflection / Self-Regulation (Theories and Applications)</td>
<td></td>
</tr>
<tr>
<td>Wk 2 1-5 March</td>
<td>1</td>
<td>INTERNSHIP BEGINS</td>
<td>Progress Report (Week 2) (Due by Friday)</td>
</tr>
<tr>
<td>Wk 3 8-12 March</td>
<td>2</td>
<td>SEMINAR 2: Library Lab – Date/Venue/Time TBA</td>
<td>Draft outline of Learning Objectives (Due by Friday)</td>
</tr>
<tr>
<td>Wk 4 15-19 March</td>
<td>3</td>
<td>SITE VISIT 1 (A second site visit may be organised if needed)</td>
<td>Reflective Journal Entry (Due by Friday)</td>
</tr>
<tr>
<td>Wk 5 22-26 March</td>
<td>4</td>
<td></td>
<td>Progress Report (Week 5) Plus Report Plan (Due by Friday)</td>
</tr>
<tr>
<td>Wk 6 29 March-2 April</td>
<td>5</td>
<td></td>
<td>MID-SEMESTER BREAK [5 April to 16 April]</td>
</tr>
<tr>
<td>Wk 7 19-23 April</td>
<td>6</td>
<td>INDIVIDUAL MEETINGS (At a time to be arranged with the Course Coordinator)</td>
<td>Consultancy Report Plan to be discussed at the meeting</td>
</tr>
<tr>
<td>Wk 8 26-30 April</td>
<td>7</td>
<td>SEMINAR 3: Date/Venue/Time TBA Human Needs (Theories and Applications)</td>
<td></td>
</tr>
<tr>
<td>Wk 9 3-7 May</td>
<td>8</td>
<td></td>
<td></td>
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<tr>
<td>Wk 10 10-14 May</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wk 11 17-21 May</td>
<td>10</td>
<td>SEMINAR 4: Date/Venue/Time TBA Motivation (Theories and Applications) [PLACEMENT ENDS]</td>
<td>Internship Portfolio (Due by Friday)</td>
</tr>
<tr>
<td>Wk 12 24-28 May</td>
<td>11</td>
<td>THANK YOU ACTIVITY Date/Venue/Time TBA</td>
<td>Major Report (Due by Friday)</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION

The USC Internship Program for Study Abroad Students provides opportunities to directly apply what you have learned in the classroom to a workplace selected to complement your career aspirations. It is a learning experience that allows you to integrate academic learning with the ‘real-world’ activities of the workplace. Internships are designed to be more complex than just working, and therefore integrate academic theories and concepts with work experience, whilst providing assessment items that require critical reflection of personal and intellectual learning outcomes. These workplace experiences form the basis for ‘learning by doing’, whereby you are encouraged to test and refine your skills and competencies. Your activities during the internship will include both participation and observation, which, when combined, provide the most comprehensive overview of your chosen field. If you make a thoughtful, serious commitment to the opportunities for learning in an internship you will increase your ability to make well-informed decisions about a career and/or further study at the same time that you gain valuable work experience.

Arrangements for your placement will be made prior to your arrival at USC, and full details of the placement will be communicated to you at the first Briefing Seminar (noted in the Timetable above). This course outline introduces you to the technical aspects of the course. In addition to this course outline, you will receive a Student Internship Manual that contains further detailed explanations about the placement, expectations and assessment, and includes all the forms you will need to complete throughout the Internship.

INTERNSHIP REQUIREMENTS

The Australian Internship comprises course work and 150 workplace hours. You will negotiate the days and times that you will work with your Workplace Supervisor, although typically, students work one or two full days per week. Variations to this agreement must be agreed ahead of time. You are also required to attend four internship seminars (as noted in the Timetable in this Course Outline), and the final Thank You function for the host organisations during the final week of the Internship.

Copies of the signed timesheets must be submitted weekly to the International Placements Officer, and copies of all progress reports (Week 2 & Week 5) should also be submitted to the International Placements Officer on the due dates. You must keep the originals for inclusion in your portfolio.

For all enquiries regarding the seminars, assessment and academic content, please consult the Course Coordinator:

For all enquiries regarding your placement, please consult the International Placements Officer:

EXCURSIONS AND INTERNSHIPS

As part of this course, students may be required to undertake excursions and Internships and they must be familiar with the Faculty of Arts and Social Sciences policy on excursions available on the USC Portal/Faculty of Arts and Social Sciences (Students)/Faculty Policies and Information/Excursion-Internship Policy.doc

GENERAL INFORMATION

The Faculty of Arts and Social Sciences provides information on plagiarism, cheating, the grading system, program advisers, Student Services, extensions, special consideration, special examinations and compulsory tutorials/workshops, special arrangements and first aid on the USC Portal/ Faculty of Arts and Social Sciences (Students)/Faculty Policies and Information.