

COURSE SPECIFICATION DOCUMENT

NOTE: ANY CHANGES TO A CSD MUST GO THROUGH ALL OF THE RELEVANT APPROVAL PROCESSES, INCLUDING LTPC.

Academic School/Department: Communications, Arts and Social Sciences

Programme: MA in International Development

Level: 7

Course Title: Internship

Course Code: IND 7902

Course Leader: Dr Michael Keating

Student Engagement Hours: 200

Seminars: 39

Tutorials: 6

Independent / Guided Learning : 155

Semester: AUTUMN

Credits: 20 UK CATS credits
10 ECTS credits
4 US credits

Course Description:

A 3-5/days a week work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in the field of international relations. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and the organisation to ensure that the placement is a successful one.

Pre-requisites: MA International Development students only

Aims and Objectives:

- To provide students with an opportunity to participate in graduate-level experiential learning
- To develop the hands-on skills needed for a particular professional environment
- To prepare students for work in the field of international relations
- To reflect upon work experience and possible future career paths
- To consider the application of learned academic knowledge within a professional context

- To develop students' professional communication skills, including written and oral communication

Programme Outcomes:

N/A (the course is optional not core; programme outcomes are not assessed)

Learning Outcomes:

At the end of the course, the students will have achieved the following learning outcomes.

- deploy the skills and experience required to work in the field of international relations

Indicative Content:

- critical reflection on the internship experience
- the range of career pathways possible within the field of international relations
- hands-on skills within a specific sector of the field of international relations
- writing within a professional context
- verbal communication and presentation skills within a professional context
- how to approach the search for an internship

Assessment:

This course conforms to the Richmond University Standard Assessment Norms approved at Academic Council on June 28, 2012.

Internship Assessment Norms				
FHEQ Level	Richmond/UK level	Normal number of items	Assessment Type	Total word count or equivalent*
LEVEL 7	R500/UK MA	2-3	Journal; professional development tasks and/or self-reflection tasks and/or portfolio	N/A

The following should apply to all internship courses:

- No exams
- Professional Learning Journals are required
- MA level assessment points will be driven by a greater presence of self-directed learning

Journal

Every student is required to keep a critically reflective journal. It should be used to record and examine reflections on activities, events, working styles and relationships in the workplace. Issues of management, communication and the student's role in the workplace are all to be discussed. The examination of this experience serves as a tool for deeper learning, as well as a record for later recollection and use. Interns are expected to 'take ownership' of their journals and adapt the questions to individual settings and experience. Sustained professional and personal comments, analysis and ideas are expected to be noted in this journal.

Internship Reflection Oral Presentation

Drawing upon their internship experience and the information they have gained from working alongside work colleagues, students are asked to assess their own academic and professional path. Students are expected to prepare a professional presentation showing understanding of their host organizations and ability of critical analysis of the intern's place within the organization. The presentation should demonstrate excellent public speaking skills and use of audio visual material.

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Work Colleague Profile and Reflection Piece (for students undertaking the internship outside of the UK)

The student will interview a work colleague, ideally a mentor, and use this interview to assess their own academic and professional path. Interns are expected to conduct a professional, but natural, interview, showing ability of critical analysis of the interviewee's place within the organization. Then they will use this to reflect upon their own career decisions.

The following should apply to all internship courses:

- No exams
- Professional Learning Journals are required
- MA level assessment points will be driven by a greater presence of self-directed learning

Teaching Methodology:

'Experiential Learning involves direct encounter with the phenomena or discipline being studied and the learning is achieved through reflection upon the everyday experiences' (Houle 1980). The Internship program utilizes these ideas and assists student with the process of self-learning support by a faculty supervisor. Faculty supervision will be in a combination of meetings, correspondence through email, and assessment of written work.

Bibliography:

- Cottrell, S. (2003). *Skills for Success*. (London: Palgrave).
- Keating, M. F. and J. D. Boys. (2009). 'The Policy Brief: Building Practical and Academic Skills in International Relations and Political Science', in *Politics* 29(3), October, pp.201-8.
- Steffes, J. S. (2004). 'Creative Powerful Learning Environments beyond the Classroom', in *Change* 34(3), pp46-51.
- Varner, I.I. & Palmer, T.M. (2005) 'Role of Cultural Self-Knowledge in Successful Expatriation', in *Singapore Management Review* Vol 27 Issue 1, pp1-26.

Change Log for this CSD:

Major or Minor Change?	Nature of Change	Date Approved & Approval Body (School or LTPC)	Change Actioned by Academic Registry
