FHSS 302
Bachelor of Arts Internship
FACULTY OF HUMANITIES AND SOCIAL SCIENCES
TE WĀHANGA ARONUI
CONTENTS

Introduction ................................................. 3
Key dates .................................................. 4
Contact information ................................. 4
Why become an intern? ......................... 5
Why host an intern? ......................... 5
Internship placement ......................... 6
Intern’s role ........................................... 8
Intern’s checklist ........................................ 8
Organisation’s role ............................... 10
Organisation’s checklist ..................... 11
Faculty’s role ........................................... 12
Student assessment ............................... 13
Acknowledgements ............................. 13
Process ................................................. 14

Important notice: Victoria University uses all reasonable skill and care to ensure the information contained in this document is accurate at the time of being made available. However, matters covered by this document are subject to change due to a continuous process of review, and to unanticipated circumstances. The University therefore reserves the right to make any changes without notice. So far as the law permits, the University accepts no responsibility for any loss suffered by any person due to reliance (either whole or in part) on the information contained in this document, whether direct or indirect, and whether foreseeable or not.
INTRODUCTION

Victoria University of Wellington’s Faculty of Humanities and Social Sciences (FHSS) / Te Wāhanga Aronui is proud to offer Bachelor of Arts (BA) students the opportunity to complete an internship while they study.

The BA Internship course (FHSS 302) launched in 2013. It offers BA students the opportunity to put their knowledge and skills into action in a workplace project through partnerships with community and business organisations.

Selected students will work as interns on a volunteer basis with partner organisations for up to 100 hours over the 12- to 15-week period of the trimester. (Note: Students enrolled in Trimester Three will work over a concentrated period of five or six weeks in November and December.)

For more information about the Faculty of Humanities and Social Sciences, including our various areas of expertise in teaching, learning and research, go to www.victoria.ac.nz/fhss

For information on the BA Internship and other employability initiatives in FHSS, go to www.victoria.ac.nz/working-ba

Victoria University has been awarded five stars overall in the QS global university ratings. In addition, Victoria received five stars in each of the eight categories.
KEY DATES

<table>
<thead>
<tr>
<th>Trimester Two</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes run</td>
<td>Second or third week of July to third week of October</td>
</tr>
<tr>
<td>Internship period</td>
<td>Last week of July to second week of October</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trimester Three</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes and Internship period</td>
<td>Third week of November to third week of December</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

If you have any questions about the BA Internship programme, please contact:

Nicole Mouat
FHSS Internship Coordinator
Faculty of Humanities and Social Sciences
Victoria University of Wellington
✉ fhss-internships@vuw.ac.nz
☎ 04-463 5090
WHY BECOME AN INTERN?

Expand your interests and gain knowledge and skills that will prepare you for your future career and a variety of workplace settings. The skills include effective and clear communication, creative and critical thinking, independent and collaborative learning, problem solving and the ability to lead, and engage with, local and global communities.

You will gain the opportunity to understand and value what you can do with your BA and explore potential fields of employment, which you have perhaps not considered before.

WHY HOST AN INTERN?

Our BA interns will apply their skills and knowledge on behalf of your organisation; they offer expertise, including in research, writing, communications, film making and editing. Gain exposure to the emerging talent pool of future graduates and improve your organisation’s potential for attracting and retaining talented future employees.

Beyond the satisfaction derived from imparting wisdom and experience to others in the field through participating in the programme, partner organisation mentors will also have the opportunity to develop and maintain links with the University.
We design our internship placements with these goals in mind:

- providing the interns with the opportunity to consolidate their academic learning
- enhancing the interns’ ability to transition into the workforce
- enabling the interns to develop networks and connections in a potential career field
- providing targeted and tangible benefits for our partner organisations.

During the internship placement, our interns will undertake a project associated with the goals of the partner organisation that is related to their area of BA study.

Due to the wide variation in placements and partner organisations, there is no set structure for this project. In the first instance, the internship coordinator seeks a project brief from a partner organisation that would keep an internship student meaningfully occupied for between 75 and 100 hours over the trimester. This could be linked to a current project or involve research for a future or wish-list project.

The internship coordinator suggests possible interns who could fulfil the project requirements. The intern and organisation (represented by a placement supervisor) then meet to determine the final details of the project.

Using the project brief as a planning tool, the intern and organisation assess whether the project is feasible; if it will allow the intern to develop appropriate skills and knowledge; and whether any specific resources or skill development are needed to successfully complete the project. The project brief also forms the basis of the contract established between the intern and partner organisation, and informs the intern’s first assignment on the course: the Negotiated Work/Learning Plan (NWLP).

(Students are given a template for the NWLP in their first class.)

The intern’s work hours are negotiated by the placement supervisor and the intern. Hours can be spread out evenly over the course of the trimester or can be done in blocks. Students will need to complete a minimum of 75 hours and a maximum of 100 hours of intern work during the internship.
Past BA Internship projects have included:

- developing online training modules
- coordinating intercultural training programmes
- developing content for online and print publications and guides
- developing and improving archives
- collecting historical material and writing the history of an organisation
- coordinating and evaluating the success of a special event
- preparing material for a public education programme
- reviewing communication channels and developing an organisational communications plan
- conducting market research and developing business strategies
- cataloguing sketchbooks of New Zealand artists
- coordinating digital projects and reviewing online material
- researching and writing policy documents
- planning and monitoring social media campaigns.

BRENT BAUTISTA’S INTERNSHIP WAS WITH THE UNITED STATES EMBASSY IN WELLINGTON, WHERE HE WORKED ON THE EMBASSY’S MEDIA PROFILE.
INTERN’S ROLE

While taking part in the BA Internship, you are expected to work on a project that you will negotiate with the partner organisation. You are expected to act in a professional manner in the workplace, to learn from, and reflect upon, your experience, and to act as an ambassador for Victoria University of Wellington. You must also abide by the Student Conduct Statute and the Health and Safety at Work Act (2015).

You are also expected to fulfil the academic requirements of the course, which are detailed in the course outline provided to students before the first seminar and available on Victoria’s website.

INTERN’S CHECKLIST

☐ Prepare questions to ask your placement supervisor before you start your internship. For example: What time and where should I show up on the first day? What are the norms around breaks? Would you like me to attend meetings? To whom and how should I address my questions if I am not sure how to approach a task? What are the organisation’s dress standards?

☐ During the first week of your placement, discuss the project brief and your NWLP with your placement supervisor. Submit your NWLP by the end of the first week of your placement. Conduct a Health and Safety Assessment of your internship site and submit the signed letter of agreement through Blackboard.

☐ Liaise with your placement supervisor to ensure you get the induction, supervision and training you need.

☐ Meet with your placement supervisor within a couple of weeks of starting the internship to discuss progress and complete the Early Progress Assessment.

☐ Submit your Internship Portfolio draft and receive feedback from the academic coordinator. Submit your final portfolio by the end of your internship placement.

☐ At the end of your placement, meet with your placement supervisor for a debrief about the internship and complete the End-of-Internship Performance Review.

☐ Maintain contact with your placement supervisor as a mentor and referee.
ALEX BARROW’S INTERNSHIP WAS WITH LUCIRE, A GLOBAL FASHION MAGAZINE, WHERE SHE WORKED ON WRITING FEATURES FOR THE MAGAZINE, INCLUDING AN ASSIGNMENT ABROAD.
ORGANISATION’S ROLE

The partner organisation should ensure a placement supervisor (or mentor) is available to support the intern throughout the internship and to liaise with the internship coordinator before, during and after the placement.

A mentor is someone within the organisation who is willing to provide the following for the intern:

■ proper and timely orientation and training on workplace conduct, health and safety guidelines and internship requirements

■ clear expectations about the project work expected, as well as a series of tasks and responsibilities appropriate for the number of working hours

■ advice and sign-off on the student’s NWLP and progress reviews

■ constructive and ongoing feedback on the intern’s work during, and at the end of, the internship

■ communication with the intern and the internship coordinator about the intern’s progress

■ a safe, comfortable working environment, in which the intern can interact with other staff and/or volunteers on a regular basis.
□ Submit a project brief to register your organisation’s interest in hosting an internship student.

□ Meet the student before the start of the internship and inform the internship coordinator if the student will be accepted as an intern in your organisation.

□ Provide information to your intern before the start of the internship. For example, when and where to show up on the first day; norms around breaks; whether to attend, and how to participate in, meetings; to whom and how questions should be addressed; the organisation’s dress standards.

□ Meet the intern during the first week of the placement to discuss the project brief and provide advice regarding the NWLP; work with the intern on the Health and Safety Assessment for the internship site and sign the letter of agreement; introduce the intern to the organisation and fellow workers.

□ Provide the intern with appropriate induction, supervision and training.

□ Maintain contact with the internship coordinator about the progress of the internship and signal any issues that arise.

□ Meet the intern within a couple of weeks to discuss the progress of the internship and complete the Early Progress Assessment.

□ At the end of the placement, meet with your intern to debrief about the internship and complete the End-of-Internship Performance Review.

□ Participate in the evaluation of the course by providing feedback to the internship coordinator.
The Faculty (through the internship coordinator) will:

- provide partner organisations with instructions and support for designing an internship project (a project brief)
- provide interns with guidelines and support for creating a NWLP
- provide support and guidance to maximise the success of the internship for all parties
- follow up with any issues raised by the partner organisation and/or the intern
- collect Letters of Agreement, Health and Safety Assessments, Early Progress Assessments and End-of-Internship Performance Reviews
- use evaluations and feedback to continuously improve the programme for the benefit of interns and partner organisations
- coordinate with partner organisations to post future placement descriptions.
STUDENT ASSESSMENT

The BA Internship course is evaluated on a pass/fail basis. As part of the BA Internship, students are expected to produce and submit the following pieces of assessment to gain their academic credit:

- NWLP: Plan, Early Progress Assessment and End-of-internship Performance Review
- Internship Portfolio (draft and final portfolio)
- Seminar Preparation Assignments.

The NWLP, including the Early Progress Assessment and End-of-Internship Performance Review, will require input from placement supervisors. The documents will be sent to them during the first week of the internship.

To meet additional assessment criteria, students should:

- attend compulsory seminars scheduled throughout the trimester
- organise individual meetings with the internship coordinator to discuss the progress of their internship placement.

ACKNOWLEDGEMENTS

This programme has borrowed many great ideas from the University of Canterbury Bachelor of Arts Internships Programme. We gratefully acknowledge the assistance of the University of Canterbury, as well as the ideas provided by the Australasian Council of Deans of Arts, Social Sciences and Humanities (DASSH) Network of Associate Deans (Learning and Teaching).

The production of this handbook and the BA Internship programme have been enhanced with support from the Alumni Appeal through the Victoria University of Wellington Foundation.
PROCESS

BA students who have completed a minimum of one year of study and have a B+ grade average can apply for the course by emailing fhss-internships@vw.ac.nz

They must supply a personal statement as well as a current CV that has been checked by Careers and Employment. Students should refer to www.victoria.ac.nz/working-ba for details concerning the selection criteria.

↓

A selection committee meets to examine and approve student applications. A priority list is established with the students who meet the selection criteria. The internship coordinator meets with shortlisted students individually to discuss possible internship placements. (Placements are not guaranteed at this point.)

↓

The students’ applications are sent to potential partner organisations. Organisations are encouraged to organise a meeting with a student prior to accepting the application. The meeting should take place before the deadline to drop courses (ie. before the end of the second week of the trimester). All placements are confirmed by the end of the second week of class at the latest. (For Trimester Three students, placements are confirmed before the end of the first teaching week because of the shorter internship period.) If no placement is available, enrolments may be transferred into a subsequent trimester.

↓

In the first week of the trimester, students attend the first seminar, during which the academic coordinator will discuss graduate attributes and employability skills, workplace etiquette, course assessments and the next steps in the programme.

↓

During the first week of the internship, the student and the placement supervisor will go through an induction process, discussing the specifics of the internship project, role expectations, work conduct, safety and confidentiality. They also complete the NWLP, sign the Letter of Agreement and complete the Health and Safety Assessment form.

↓

Halfway through the internship, the student and the placement supervisor complete the Early Progress Assessment.

↓

The internship placement finishes at the end of the teaching period when students meet with their placement supervisor to complete the End-of-Internship Performance Review. Students also submit the Internship Portfolio.
DANIEL SULLIVAN’S INTERNSHIP WAS WITH THE NEW ZEALAND SYMPHONY ORCHESTRA, WHERE HE WORKED ON PUBLICITY AND SOCIAL MEDIA CAMPAIGNS.