ARTS2600 - Internship 1 (6 Credit Points)

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For online appointments, please email in advance to arrange a mutually convenient meeting time during Sydney business hours.

UNIT OF STUDY DESCRIPTION

This unit is based around a minimum 120 hour industry or research internship, and aims to provide students with the resources to enhance their internship experience, and their professional development more broadly. This program consists of approximately 40 contact hours.

Students are required to attend 5 x 2hr workshops which cover: managing your internship, international business culture and cross-cultural business communication, conflict management, motivation and goal setting, personality and communication styles, and writing for reflective learning. An interactive approach will be used in the workshops to enable students to draw on their own experiences. Each workshop will have a pre-assigned reading, quiz and a related discussion board question. Students will also be given a post-workshop article to be read as non-compulsory, supplementary input. During the students' internship placement, they will also complete 4 reflective journals,m a reflective video, and a final report.

Additional independent learning resources can be accessed via the Canvas LMS and it is expected that each student will complete these to support their contributions to workshops and their internship placement more generally.

UNIT OF STUDY GOALS

- This unit of study builds upon students' previous academic learning at a student's home university, as well as any professional or voluntary experience they may have undertaken.
- The key focus of this unit is to allow students to improve their communication and interpersonal skills in a business context, through exposure to a cross-cultural workplace setting.
- Students develop generic or other skills including written and oral communication skills through tutorial discussion and assessments; critical thinking through application of academic theory in a real-world context; and self-reflection.

LEARNING OBJECTIVES AND OUTCOMES

Successful completion of this unit will allow students:

- To develop an understanding of variations and diversity in workplace culture
- To develop an understanding of variations in workplace policies and procedures in the country of internship
- To develop the ability to relate theoretical models and approaches to authentic work environments or situations
- To enhance written, oral and interpersonal communication skills for study and work
- To develop skills in reading, critically analysing, evaluating and summarising information
- To develop the ability to think critically about own assumptions and workplace issues
- To develop the ability to communicate and behave professionally in a business context
- To improve capability in observing others and reflecting on own skills and experiences to inform future behaviour

EXPECTATIONS OF STUDENTS

Students are personally responsible for attendance of workshops and at their internships, as well as for submission of work, in compliance with requirements and guidelines set out in this outline and in Faculty and University policy. If you find yourself in difficulty for whatever reason during the semester, and unable to meet the requirements set out below, you should contact Dana Logston immediately.

Students enrolled in *ARTS2600 - Internship 1* are expected to:

- Contact the workplace internship supervisor immediately if unable to participate in work activity as scheduled;
- Give the supervisor due notice about any holiday or vacation periods;
- Submit a timesheet containing the hours worked and signed by both the student and supervisor by the Unit of Study deadline;
- Submit all assessment items by the specified deadlines;
- Attend all 5 compulsory workshops and participate in all 4 Canvas discussions; and
- Complete the agreed hours of the work placement.

ASSESSMENTS AND GRADING:

I.   **5 workshops (including active contribution and 4 quizzes):** 14%

II.   **Agreed hours of industry placement** (complete/incomplete)

III.   **4 Canvas discussions:** 16%

IV.   **4 Reflective Journal entries** 20%

V.   **Final 5 min reflection video** 10%

VI.   **1 Final Report:** 40%

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WORKSHOPS (14%)

Absence from more than one of the five workshops, regardless of the reason for the absences, may result in the student being deemed not to have fulfilled requirements for the unit of study. For more information on the Faculty policy visit: http://www.arts.usyd.edu.au/current_students/policies.shtml

Workshop 1: Managing your internship and ARTS2600
• **ARTS2600- Introduction to course and assessment requirements** • **Getting the most out of your internship experience** • **Overview of rights and responsibilities during your internship** • **Introduce SMART objectives and setting up of internship goals**
Assigned reading: • Kraft, C., Jeske, D.& Bayerlein, L. (2019) Seeking diversity? Consider virtual internships 18 (3),133-137, Emerald Publishing Ltd, ISSN 1475-4398 **Optional Readings:** • Briant, S.& Crowther, P. (2020) International Journal of Work - Integrated Learning; Hamilton Vol. 21, Iss.5, 617-628. • Reed, E. (2016), Should You Study Abroad This Year? Your Resume Says Yes. Available from: http://www.thestreet.com/story/13414485/3/should-you-study-abroad-this-year-your-resume-says-yes.html. [accessed 6 January 2016]

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Workshop 2: Your Australian Internship

- **Comparison and analysis of workplace cultures and how assumptions can lead to miscommunication**
- **Developing an understanding of workplace environments in various countries**
- **Discussion of SMART objectives and recalibrating of internship goals**
- **Reflective Journals assessment task**

Assigned reading:

- Jeske, D. and Linehan, C. (2020) "Mentoring and skill development in e-Internships", Journal of Work-Applied Management, Vol. 12 No. 2, pp. 245-258. https://doi.org/10.1108/JWAM-09-2019-0028

Optional reading:

- Parcells, N. (2016), The perks of interning at an emerging startup may surprise you. Retrieved: http://mashable.com/2016/02/16/emerging-sartup-internships/#LiLiXDPK8uqO

Workshop 2 Canvas Discussion question:

Describe one of your professional goals for this internship. What strategies will you implement to achieve this goal and outline any barriers or challenges you may confront? (200-250 words)

Workshop 3: Communicating across cultures and critical self-reflection

- **Intercultural Communication 1 – Develop practical skills for an international workplace context**
- **Develop cross-cultural communication skills**
- **Practical input on reflective writing - Kolb's Model of Reflection**

Assigned reading:

- Helyer, R. (2015) Learning through reflection: the critical role of reflection in work-based learning Available from: http://www.emeraldinsight.com/doi/pdfplus/10.1108/JWAM-10-2015-003

Optional reading:

- Jackson, D. (2018). Developing graduate career readiness in Australia: shifting from extra-curricular internships to work-integrated learning. International Journal of Work-Integrated Learning, 19(1), 23-35.

Workshops 3 Canvas Discussion question:

What aspect/s of your internship communications is unfamiliar or differs from your expectations? Identify a miscommunication or misunderstanding you have experienced in your workplace and explain how you have decided to address this in future. (200-250 words)

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Workshop 4: Enhancing relationships during your internship experience

- **Improve your ability to create professional, concise emails in a workplace setting**
- **Develop self-awareness and mutual understanding abilities for better relationships during your internship experience**
- **Develop communication skills for enhanced relationships during your internship experience**
- **Develop skills in clarifying tasks and accountability through *commitment conversations***

Assigned reading:

- Nari S. K & Naik, S. N. "The Johari Window Profile of Executives of a Public Sector Undertaking" Management and Labour Studies 35(2)

- Kofman, F. (2010), *Commitment Conversations: Getting Results with Impeccability, Trust and Integrity* [online], Axiliant Conscious Business, Retrieved: http://www.axialent.com/uploads/paper/archivo/Commitment_Conversations_by_Fred_Kofman.pdf

Optional reading:

- Keogh, T.J. (2018) What Do You Unknowingly Communicate? Lessons from the Johari Window, American Association in Physician Leadership, Newsletter 9th Feb 2018

Workshop 4 Canvas Discussion question:

What was the effect of implementing a commitment conversation with a work colleague in your internship? Draw upon the assigned reading and materials of Workshop 4 to structure your response (200-250 words).

Workshop 5: Communicating effectively during your internship

- **Analyse your personal communication style to enhance your workplace experience**
- **Identify professional development goals that benefit you and your organisation**
- **Develop methods to communicate your skills and motivation to your supervisor (Skill-Will Matrix)**

Assigned reading:

- NHS London Leadership Academy (2017) Skill/will matrix. Retrieved: http://b1ca250e5ed661ccf2f1-da4c182123f5956a3d22aa43eb816232.r10.cf1.rackcdn.com/contentItem-8900950-78811537-kqcoyqt80b8wf-or.pdf

Optional reading:

- Jimenez, A., Boehe, D.M., Taras, V. & Caprar, D.V., (2017) Working Across Boundaries: Current and Future Perspectives on Global Virtual Teams, Journal of International Management, 23 (4), 341-349, ISSN 1075-4253, https://doi.org/10.1016/j.intman.2017.05.001.

Workshop 5 Canvas question:

What was the effect of making your skill and will levels more explicit to your supervisor? Draw upon the assigned reading and materials of Workshop 4 to structure your response (200-250 words).

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INTERNSHIP – Agreed hours (complete/incomplete)

It is not possible to satisfy the requirements of this unit of study without completing an internship of a minimum number of hours. **Completion of this requirement is evidenced by submission of a timesheet via Canvas, signed by both your workplace supervisor and yourself.** A timesheet template is available via Canvas.

Late or no submission of your timesheet will result in your being deemed not to have fulfilled requirements for the unit of study.

CANVAS DISCUSSIONS (16%)

Each workshop will have a pre-assigned reading text and a related Canvas question, outlined above. Responses to the 4 x Canvas questions must draw on the assigned reading and workshop content. Participation in the Canvas Discussion is marked on a pass/fail basis with a 4% allocation to each satisfactory submission. Late submission will result in no marks awarded. This includes late submission due to technical difficulties.

Students will be expected to:

i) Draw on the assigned reading or materials of the relevant workshop.
ii) Answer the question posted to the discussion board on Canvas (200-250 words).

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REFLECTIVE JOURNALS (20%) + FINAL REFLECTION VIDEO (10%)

A **reflective journal** is a personal record of your reflections and thoughts. It's a space where you can record and reflect upon your observations and responses to situations in the workplace. Your reflective journal will also give you the chance to explore and analyse ways of thinking and being in contexts and will also provide you with material for your final report.

Reflective journals (400 words) are marked based on how well you:

   i) **Record** the development of your ideas and insights
   ii) **Reflect** upon personal experiences as a means to increase your understanding
   iii) **Analyse** your own learning and self-development

Late submission will result in no marks awarded. **This includes late submission due to technical difficulties.**

Note about the word limit: marks may be deducted for not meeting the word limit by more than 10% (i.e. your submission must be at least 360 words).

FINAL REFLECTION VIDEO

The final reflection video should be 3-5 minutes in duration and submitted via 'Studio' on Canvas by 11:59pm on the due date.

The video should include your own scripted and prepared oral delivery of a summation of key challenges you experienced in your internship. It should highlight how you addressed the challenges and what you have learned in the process. The video can be filmed on a smart device and should show your own face and voice in the presentation.

FINAL REPORT (40%)

Submit the final project report online on Canvas via Turnitin (found on Canvas) by 11:59pm on the due date. The assessment should be double spaced and have numbered pages.

The **final report** (2500 words, ±10%) draws on your workplace/research environment experiences and discussion of the concepts and theories covered in the workshops.

Note about the word limit: marks may be deducted for not meeting or exceeding the word limit by more than 10% (i.e. your submission must be between 2250-2750).

REPORT STRUCTURE
Include the following components when writing your report:

1. Introduction
- Provide background information on the organisation with which you're interning (mission, size, industry, structure, your department and so on);
- Describe the nature of the internship role (industry) or research project (research), duties and responsibilities

2. Summary of accomplishments
- Describe and discuss the purpose and goals of the internship;
- List key accomplishments and how these outcomes were achieved or not achieved
- Describe and discuss any challenges, problems and issues investigated during the internship

3. Application of concepts or theories
- Discuss three concepts or theories that were covered in the professional development workshops
- Describe how these concepts or theories were applied during your internship

4. Summary of internship learning experience
- Describe the pros and cons of your internship experience
- Discuss the application of academic knowledge and skills developed in the classroom to the workplace or research environment
- Describe how the internship complements your academic studies

5. Discussion of bibliographic source
Choose one secondary source related to your chosen industry/research area. This secondary source can be in any medium (examples include newspaper article, journal article, documentary etc). Provide a brief summary of the ideas of this secondary source and how you found is relevant to your own internship experience and career development.

6a. Recommendations (industry students only)
Provide examples of how the organisation could improve its business processes in order to achieve its objectives (remember is important to concentrate on what and why)

6b. Research Landscape (research students only)
Provide a description of the wider landscape in which your field of research exists and why this research is relevant. Give thought to available funding, what the real world applications of the research are and any collaboration and or competition that exists in the field between your organisation and other researchers.

7. Conclusions
- Provide a summary of your overall internship experience
- Provide a summary of your recommendations for the host organisation (industry) or description of the research landscape (research)
- Elaborate the overall insight gained from the internship experience.

8. Bibliography – (compulsory) Include a minimum of 4 references. Referencing is an essential component of academic writing and students must be consistent with Harvard referencing style. A number of style and citation guides are held by the library. For more information see: http://libguides.library.usyd.edu.au/citation

9. Appendices – (optional) For example you may want to include: samples of your work, research papers, photos, websites and any additional documentation of your experience. Make sure to select 'Multiple file upload' in Turnitin to ensure you can include these if they are separate documents.

LATE SUBMISSION

Penalties for late submission

In units of study where assignments are required to be submitted by a certain date, and where no extension has been granted, the following penalties shall apply. The penalty rate shall also apply if an assignment is late following the expiry of any extension granted.

Interpretation

1. The word "day" means "calendar day", that is: including weekends or public holidays
2. "1 day late" means "up to and including any part of the 24 hours following the due time of submission", similarly " 2 days late" means "between one day and up to, and including, any part of the following 24 hours", and so on.
- 1 day late: 5% penalty
- 2 days late: 10% penalty
- 3 days late: 15% penalty
- 4 days late: 20% penalty
- 5 days late: 25% penalty
- 6 days late: 30% penalty
- 7 days late: 35% penalty
- 8 days late: 40% penalty
- 9 days late: 45% penalty
- 10 days late: 50% penalty
- 11+ days late: zero marks

Please note that **technical difficulties are not an acceptable reason for late submission** and the late penalty (5% per day) will be applied.

SUBMISSION OF WRITTEN WORK

All substantial written assignments submitted in this unit of study will be submitted to the similarity detecting software program known as Turnitin. Turnitin searches for matches between text in your written assessment task and text sourced from the Internet, published works and assignments that have previously been submitted to Turnitin for analysis.
There will always be some degree of text-matching when using Turnitin. Text-matching may occur in use of direct quotations, technical terms and phrases, or the listing of bibliographic material. This does not mean you will automatically be accused of academic dishonesty or plagiarism, although Turnitin reports may be used as evidence in academic dishonesty and plagiarism decision-making processes.

SPECIAL CONSIDERATION

While studying, you may experience short-term circumstances out of your control that impact on your ability to complete assessment components on time.

Our special consideration process is designed to support you in these situations.
- **Special consideration** may be granted if an illness, injury or misadventure beyond your control prevents or affects your preparation or performance in an exam or assessment.
- **Special arrangements** may be granted for essential commitments.

The University's special consideration process is governed by Part 14 of the Coursework Policy and the Assessment Procedures.

For more information on the University's special consideration process, please visit: http://sydney.edu.au/current_students/special_consideration/index

USEFUL ACADEMIC SUPPORT RESOURCES
Fundamental communication and academic Skills Online

https://canvas.sydney.edu.au/courses/27537

http://writesite.elearn.usyd.edu.au/

https://library.sydney.edu.au/help/online-training/referencing/

https://library.sydney.edu.au/help/online-training/plagiarism/

ACADEMIC HONESTY

The University of Sydney takes alleged cases of plagiarism very seriously. Every student has the responsibility to submit appropriately referenced assignments in line with the current policy. Information about the policy can be found at: https://sydney.edu.au/students/academic-dishonesty-and-plagiarism.html

UNIT GRADES

This unit of study will appear on the University of Sydney transcript with a grade/mark.
Grade descriptors:

HD	85-100% Work of outstanding quality, demonstrating an excellent standard of written English and of criticism, logical argument, interpretation of materials or use of methodology. Evidence of extensive research and use of primary sources, a thoughtful structure, substantial additional work and independent learning. This grade may be given to recognise particular originality or creativity.
D	75-84% Work of superior quality, demonstrating a command of language, sound grasp of content, efficient organisation and selectivity. Evidence of relevant research, additional work and independent learning.
C	65-74% A sound performance, competent and appropriate. Work that is well written and demonstrates good research skills. Demonstrates a clear grasp of the basic skills and knowledge. Work of good quality, showing more than satisfactory achievement.
P	50-64% A satisfactory attempt to meet the demands of the assignment. Demonstrates understanding and command of basic skills and core knowledge. The assignment may have significant weaknesses, or may not be wholly successful or coherent, but shows at least satisfactory achievement in more important aspects.

For more information visit: http://www.usyd.edu.au/handbooks/arts/00_introduction.shtml

APPEALS

Faculty policy reflects Academic Board policy on Appeals. If you wish to query a grade, you are required to follow the University policy regarding Student Appeals against Academic Decisions.

You can download a copy of this policy document at:
https://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2012/253&RendNum=0

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