



HUMANITIES DIVISION

HUMS 301-401 Internship Practicum Programme Manual

This course booklet is prepared for use by

- 1. The Student**
- 2. The Department Supervisor**
- 3. The Organisation Mentor**

As a prospective student, academic department or organisation, in contemplating HUMS 301 or HUMS 401 you will be considering a journey where the university and organisations can work together in ways that support both the wider community and the student's own personal and academic skill development through a mutual sharing of expertise, enthusiasm and commitment to a common outcome.

We wish you well on your journey together.

Professor Claire Freeman Humanities Academic Coordinator

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Executive Summary: Course outline: HUMS 301-401 Internship practicum

Overview and rationale:

The internship practicum is a paper that provides a relevant work experience undertaken in an approved workplace, enabling the application of skills acquired in an academic environment.

The paper HUMS 301/401 enables Humanities students in a variety of subjects, to undertake work placements with relevance to their disciplines and in so doing, earn credit towards their degrees. Placements are tailored to suit specific disciplines and their related workplaces. *The fundamental objective of this paper, is to provide an opportunity for students in carefully selected and controlled contexts, to link the development of generic and specific skills occurring in the academic context with the opportunity to practice those skills in a 'real work environment'.*

The proposal aligns strongly with the University's strategic imperative to foster in students a 'Commitment as a local, national and global citizen' and facilitating 'a wide range of community service and outreach activities' (University of Otago Strategic Direction to 2020, p. 9). In an increasingly competitive work environment, Humanities graduates must be equipped as well as possible with workplace skills that will encourage employers to consider them highly employable. Work-based placements achieve a double objective, they allow students to further develop and enhance those generic skills in a 'real world' situation and also enable the employers to sample, first-hand the considerable value of a Humanities degree student.

The placement experience will provide students with a meaningful learning experience. The paper may be taken by full-time students from any of the Humanities disciplines *providing there is a suitable and relevant work placement available and the students are successful in the selection process.*

Learning outcomes will be identified in the internship agreement signed by all three parties (the student, the University and the placement provider), which are very specifically related to the student's particular discipline. However the generic outcomes expected of a placement would include:

HUMS301 18 points

- 1) The development of a range of personal and interpersonal skills, particularly communication, team working, priority setting and time management skills. **Attributes: Teamwork and skills development**
- 2) The experience of applying, integrating and evaluating the body of knowledge and the method of inquiry of a discipline or a field via first hand participation. **Attributes: Knowledge and research**

- 3) Learning about the expectations of employers and the reality of the workplace. **Attributes: Ethics**
- 4) Present evidence of internship experiences clearly and appropriately. **Attribute: Communication**
- 5) Critically reflect on experiences and the learning derived from the internship. **Attribute: Critical Thinking**
- 6) Investigate a topic relevant to the internship context or experience. **Attribute: Research and skills development**

HUMS401 20 points

- 1) The development of a range of personal and interpersonal skills, particularly communication, team working, priority setting and time management skills. **Attribute: Teamwork, communication and skills development**
- 2) The experience of applying, integrating and evaluating the body of knowledge and the method of inquiry of a discipline or a field via first-hand participation. **Attribute: knowledge and research**
- 3) Learning about the expectations of employers and the reality of the workplace. **Attribute: Ethics**
- 4) Made effective use of the learning opportunities provided on placement, and use these for identifying further learning goals. **Attribute: Self-motivation**
- 5) Critically reflect on experiences and the learning derived from the internship. **Attribute: Critical Thinking**
- 6) Integrate theory with experiential insights to demonstrate the development of in-depth knowledge and expertise in the area of specialisation. **Attribute: Critical thinking, research and skills development.**

Selection Criteria for entry to HUMS 301/401

Excellent all-round students are to be considered and selected for placements. While academic prowess is a critically important element, it must be supported by personal and interpersonal skills of a high order.

Selection Criteria

The following are essential elements of a selection process:

1. An academic record demonstrating high grades (normally a B+ average) over the previous year's level of study.
2. Endorsement by two members of academic staff.
3. Provision of a curriculum vitae which demonstrates relevant work and/or voluntary experience. If this is not possible then the student must give a clear justification for wanted to undertake a placement see 5 below

Entry to HUMS 301 /401 must be approved by both the Departmental supervisor and the HUMS coordinator. All students must get their admission to this paper formally signed off. All students are strongly encouraged to discuss their admission and the proposed internship with the Departmental supervisor prior to applying for the paper. There is no automatic right of entry for admission to either HUMS 301 or HUMS 401

Enrolment

Interested students should talk with a member of staff in the relevant department about their interest in this paper and possible projects. If the staff member agrees to look after the internship they will act as department supervisor.

The student should check the selection criteria above.

The department supervisor should contact the Humanities coordinator Prof. Claire Freeman to indicate that you wish to take this paper.

The student and supervisor should complete the short pro-forma and send a copy to Claire Freeman to get sign off on behalf of the division. The full agreement should be completed when the internship starts. Note that there is a different Proforma for summer school students and distance students.

The student should apply to take the paper and request special permission in eVision to enrol in either HUMS301 or HUMS401

The course outline will be supplied to the Dept supervisor who will provide the student with a copy.

Prior to enrolling the student needs to discuss the project placement with the departmental staff member.

Workload

For undergraduate study 1 point = 10 hours, e.g. the expected student workload is 180 hours for an 18-point paper, 200 hours for a 20-point paper. Every paper has a point value that indicates its contribution to the qualification enrolled for (or to any other qualification to which that paper can contribute). These values have been derived on the basis of an equivalent full-time year of enrolment being 120 points.

The following hours should be reflected in the student's placement expectations and workload.

HUMS301

(i) Contact hours	hours	derivation
Time spent in the workplace	104	(8 hours per week for 13 weeks)
Sub-total	104	
(ii) Non-contact hours	hours	derivation
Assignments	76	(Interim report 23 hours, final report 50 hours, interview 3 hours, i.e set up and exit interviews)
Sub-total	76	
(iii) Total number of hours	180	hours

HUMS401

(i) Contact hours	hours	derivation
Time spent in the workplace	156	(12 hours per week for 13 weeks)
Sub-total	156	
(ii) Non-contact hours	hours	derivation
Written assignments	84	(Interim report 30 hours, final report 50 hours, interview 4 hours i.e set up and exit interviews)
Sub-total	84	
(iii) Total number of hours	240	hours

All students are expected to complete the minimum attendance (HUMS301 104 hours HUMS401 156 hours) requirement hours at the place of work. Essentially this will be attendance during work hours with the only exception being absence due to illness.

Assessment Procedures for both HUMS 301 and 401

There will be three components to the assessment programme:

1. *Reflective Field Notes*. In this exercise, the student would complete a weekly diary of work events that they reflect upon, comparing practice to theory and the differences experienced by them as interns. Reflective Field Notes should be discussed with the departmental supervisor at the fortnightly meetings. While there is no set format approximately 1 page per week is reasonable.
2. *Preparation of a report, portfolio or hybrid*, by the student for submission at end of placement. which is designed to develop student's research skills within a work environment, using a variety of sources from both the work place and academia. It is also designed to demonstrate the student's ability to undertake an applied task or research based assignment with a quantifiable outcome.
 - i. *Report*: this takes the form of a research report and is used where the student spends most of their time researching a particular issue of topic for an organisation and at the end of the placement provides a report to the organisation on the topic. Note that you may be asked to make changes to your report by your departmental supervisor to make the report appropriate for the organisation. Please ensure that these changes are made as it is required that the report be received by the organisation for you to be deemed to have completed the paper.
 - ii. *Portfolio*: this applies where there has been a large practical component in the internship. This can include materials produced during the intership or evidence of the materials produced. Where there are no actual materials (e.g a performance0 then other types of evidence can be included. As well as the material, which should be included as attachments the portfolio should include an explanatory and reflective section which explains the various tasks undertaken , how these were achieved, any problems and how these were addressed and any other salient material. This portion could also be a reference type literature section.
 - iii. *Hybrid*; this contains elements of a research report and practical materials such as form part of a portfolio. The first part of the Hybrid will be the research report with materials added that indicate the practice components of the hybrid.

At the start of your internship you should discuss with your Departmental supervisor the form your submission will take. It is possible that the form of your final submission will develop as your internship progresses, this is also entirely normal, what matters is to keep discussing your submission format with your departmental supervisor.

Again the length and format will depend on the nature of the task and departmental advice. As a general guide students doing a portfolio with a large practice component will have shorter reports where 3,500-4000 words is normal with a maximum of 7000 for a research type report.

3. *Symposium:End of placement assessment and presentation* conducted as part of a HUMS symposium and attended by the Humanities Coordinator, departmental and the mentor from the organisation. This session is open to students, supervisors, invited guests and interested members of the public. Family and friends are welcome to attend. Students must ensure their workplace mentor has a copy of the End of Placement Assessment Form, and this should be returned to the Departmental Supervisor before the symposium.

Submission date: The reflective field notes and the report/portfolio should be completed by the date of the End of placement assessment and presentation session. Any extension to this date must be negotiated with and agreed by your departmental supervisor.

Assessment HUMS301

Key Learning Outcomes:

1. Demonstrate development of a range of personal and interpersonal skills, particularly communication, team working, priority setting and time management skills
Internship and Final report/portfolio
2. Demonstrate applying, integrating and evaluating the body of knowledge and the method of inquiry of a discipline or a field via first-hand participation
Internship and Final report/portfolio
3. Show the ability to learn the expectations of employers and the reality of the workplace
Internship and Reflective Field Notes
4. Present evidence of internship experiences clearly and appropriately.
Internship and Final report/portfolio
5. Reflect on experiences and the learning derived from the internship.
Internship and End of placement assessment
Investigate a topic relevant to the internship context or experience.
Internship and Reflective Field Notes

Summative (graded) Internal Assessment

Reflective Field Notes	25%
Final report/portfolio	60%
End of placement assessment	15%

All HUMS students are expected to give a 15 minute presentation at a joint end of semester symposium. Further details are provided on page 25. The symposium will be run and hosted by the Humanities coordinator. All students should present and all departmental supervisor and organisation mentor will be invited to attend. 301 students are expected to outline and discuss with insight their workplace experience.

Assessment HUMS401

Key Learning Outcomes:

1. Demonstrate development of a range of personal and interpersonal skills, particularly communication, team working, priority setting and time management skills
Internship and Final report/portfolio

2. Demonstrate applying, integrating and evaluating the body of knowledge and the method of inquiry of a discipline or a field via first-hand participation
Internship and Final report/portfolio
3. Show the ability to learn the expectations of employers and the reality of the workplace
Internship and Reflective Field Notes
4. Make effective use of the learning opportunities provided on placement, and use these for identifying further learning goals.
Internship and Final report/portfolio
5. Critically reflect on experiences and the learning derived from the internship.
Internship and End of placement assessment
6. Integrate theory with experiential insights to demonstrate the development of in-depth knowledge and expertise in the area of specialisation. *Internship and Reflective Field Notes*

Summative (graded) Internal Assessment

The exact form of the reflective field notes and the final report should be discussed with the departmental supervisor. Excessive length for the report is discouraged.

Reflective Field Notes	25%
Final report/portfolio/hybrid	60%
Symposium: End of placement presentation	15%

All HUMS students are expected to give a 15 minute presentation at a joint end of semester symposium. Further details are provided on page 25. The symposium will be run and hosted by the Humanities coordinator. All students should present and all departmental supervisor and organisation mentors will be invited to attend. HUMS 401 students are expected to critically reflect on their workplace experience. The end of placement is considered by the Humanities coordinator in conjunction with the supervisor and internship workplace mentor.

Student-HUMS Coordinator meetings and symposium

All students must attend 2 joint meetings with the Humanities Course Director Professor Claire Freeman. These are meetings to be jointly attended by all interns from all participating departments. There will be a meeting in the second or third week of semester, mid semester- the week after the mid semester break. Dates are provided on the HUMS instruction sheet. All students are expected to attend the full symposium day and to thus also support fellow internship students. Students should inform their departmental and organisation supervisor of the date for the symposium at the start of the internship.

Additional requirements for Distance and Summer School students.

The information requested below is also included in the Proforma that the department completes to allow the student to enrol in eVision and as additional questions at the end of the internship agreement.

Distance students

Students who are taking this paper away from the university will need to clearly respond to the following:

1. Describe arrangements for supervisor to contact organisation and frequency of contact
2. Describe arrangements for student to contact supervisor and frequency of contact
3. Describe the arrangements including the date for the end of symposium presentation at which the supervisor, organization mentor, student and where possible the Humanities coordinator should be present (remote presence for the supervisor and Humanities coordinator is acceptable).
4. Reason why the student is taking the paper by distance and not on campus.

Summer school students

1. Describe arrangements for supervisor to contact organisation and frequency of contact
2. Describe arrangements for student to contact supervisor and frequency of contact
3. Describe the arrangements including the date for the end of symposium presentation at which the supervisor, organisation mentor, student and where possible the Humanities coordinator should be present.
4. Arrangements for meeting the internship requirements in the shorter summer school time, e.g. more days present at the organisation.
5. Reason why the student is taking the paper as a summer school rather than a semester based paper.

INFORMATION FOR STUDENTS

Why undertake an internship?

The University of Otago has a number of internship papers, usually related to specific and often professional courses. This paper offers the opportunities identified in those papers for students studying in the Humanities Division. The primary aim of HUMS 301 and HUMS 401 is to enable students to develop their workplace skills and in doing so enhance their employability post-study. These skills are valued by both students and prospective employers.

Expectations

Your workplace in conjunction with your department and the Humanities coordinator has agreed to a placement that fulfils the academic requirements for the paper. Should you feel that these academic requirements are not being fulfilled and the terms agreed by all parties not being adhered to then you will need to discuss these concerns with the Department supervisor and/or the Humanities coordinator. Similarly should the other parties feel that you are not adhering to the agreed placement terms then they should also discuss their concerns with the Department supervisor or the Humanities coordinator.

Working with and organisation: Your role, responsibilities and expectations

1. To take responsibility for your work in the organisation and to follow all organisational work practices, guidelines, administrative procedures, standards of dress and any health and safety practices.
2. To take responsibility for your own learning
3. To liaise and work with the organisation and your allocated organisation mentor
4. Keep your departmental supervisor and the workplace mentor fully informed about your activities and work. At a minimum, fortnightly meetings with your departmental supervisor are recommended.
5. Meet the academic requirements for the paper and complete all assessments
6. Uphold the good name of your department and the University of Otago

You must complete the Internship agreement in Appendix A

OTHER INFORMATION

Transport

If there are transport issues and if you need to use transport during your internship these should be discussed with both your academic departmental supervisor and your organisation mentor. Any transport costs necessitated in carrying out your organisational task should, within reason be supported by the organisation.

Student contacts

During the semester in which your internship occurs there will be opportunities to meet with other internship students. Two formally identified opportunities for internships to meet will be arranged by the Humanities coordinator, others can be arranged by students at mutually agreed times.

Organisational information

Student interns should be aware that organisations that agree to take on an intern will require their commitment and support and will take resources and time that in normal circumstances would be dedicated to their own work related tasks. Students should at all times be mindful of this and make every effort to facilitate the good and easy working of their placement organisation and its staff.

Ethics

All students must check with their departmental supervisors to see if they need ethics. Generally if you are collecting information from organisations or members of the public you will need ethical clearance. Ethics guidance and information on whether you need ethics is available on the University of Otago web site As gaining ethics permission can be lengthy, especially if you need Ethics A, you should discuss this as early as possible when thinking about doing an internship. You should also check with your organisation about whether you need ethics, they may have their own processes that you have to follow.

<http://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html>.

<http://www.otago.ac.nz/council/committees/committees/HumanEthicsCommittees.html>

INFORMATION FOR ORGANISATIONS

Why take on an intern?

The University of Otago has a number of internship papers, usually related to specific and often professional courses. This paper HUMS 301/401 offers the opportunities identified in those papers to students studying in the Humanities Division. The primary aim of HUMS 301 and HUMS 401 is to enable students to develop their workplace skills and in doing so enhance their employability post-study. These skills are valued by both students and prospective employers. For employers this offers an opportunity to benefit from the skills offered by a high achieving and well-motivated student. The student can assist with and undertake tasks or a research project that benefits the organisation but that the organisation may normally find difficult to resource. Through the students the organisation can gain a better understanding of the type of skills and potential offered by new graduates and in turn provide feedback to the university that could usefully inform university teaching and student skill development. The internship offers organisations a chance to develop relationships with the university and future graduates, helping them develop skills that will set them in good stead for their career development. While the student may be working on a particular task or in a specific area we would hope that they will also be given the opportunity to observe and learn from the broader activities covered by your organisation. The internship lasts for one semester and covers approximately 12 weeks. The student should ideally be present in the organisation for approximately 1 day per week or equivalent time.

Expectations

The organisation will provide an internship placement that provides a real and positive learning opportunity for the student that will be appropriately supported and monitored. Your workplace in conjunction with the student's academic department and the Humanities coordinator has agreed to a placement that fulfils the academic requirements for the paper as well as the organisation's agreed internship tasks and role. Should you feel that these requirements are not being fulfilled and the terms agreed by all parties not being adhered to then you will need to discuss your concerns with the Departmental supervisor and/or the Humanities coordinator. Similarly should the other parties feel that you are not adhering to the agreed placement terms then they should also discuss their concerns with the Department supervisor or the Humanities coordinator

Working with a student: Your role Responsibilities and expectations

1. To provide a task/ set of responsibilities or research project that is mutually agreed by yourselves, the university and the student
2. To support the student in carrying out their task in terms of mentoring, guidance and any practical needs necessary to successfully complete the agreed tasks.
3. To provide a safe and supportive work environment
4. The student needs to complete a weekly diary and a final report that you may be asked to provide guidance on.
5. You will need to complete the Organisation's part of the Internship agreement in Appendix A
6. You will need to complete the health and safety agreement in Appendix C (note the organisation's own Health and safety form/ process may be used)
7. At the end of the placement you will need to supply a short report on the student's work, see Appendix B and are invited to attend the end of placement symposium presentation. This takes the form of a symposium where all students taking HUMS 302 and 401 give a 15 minute presentation on their internship. You are welcome to attend as much of the symposium as you wish. Details will be provided on the exact time and venue four weeks before the end of semester.

INFORMATION FOR DEPARTMENTS

Why the department should undertake internships

The University of Otago has a number of internship papers, usually related to specific and often professional courses. This paper HUMS 301/401 offers the opportunities identified in those papers to students studying in the Humanities Division. The primary aim of HUMS 301 and HUMS 401 is to enable students to develop their workplace skills and in doing so enhance their employability post study. These skills are valued by both students and academic departments. For academic departments there is an opportunity to benefit from the skills offered by a high achieving and well-motivated student and whose experience will enhance their commitment to and their ability to see the potential offered by their disciplinary knowledge and skills, particularly with respect to post study career opportunities. The internship offers departments an important avenue to highlight the potential offered by their discipline, to engage at the individual level with intelligent highly motivated students and can provide marketing opportunities for the department. While supervising an internship placement student is a commitment it also offers exciting opportunities for the student and a way that departments can support good and committed students. You are strongly encouraged to identify potential internship opportunities for students, especially those that can be used in supporting development of a long term relationship with organisations that can provide placements.

Expectations

The department providing the internship placement must ensure that the placement offers a real and positive learning opportunity for the student that will be appropriately supported and monitored. Your department needs to ensure that the placement fulfils the academic requirements for a 300 or 400 level paper and that the student can take the paper and still meet their degree requirements.

Should you feel that any of the contributing parties, that is the organisation or the student are not meeting the agreed terms and conditions then you should discuss your concerns with the Humanities coordinator as soon as possible. Similarly should the other parties feel that you are not adhering to the agreed placement terms then they should also discuss their concerns with the Humanities coordinator.

Working with a student: Your role: Responsibilities and expectations

1. To assess the task/set of responsibilities or research project being proposed to make sure that it meets the department and university's academic requirements
2. To assess the student's suitability in terms of academic and personal criteria (as far as possible) for an internship placement
3. Any placement should comply also with any departmental health and safety requirements
4. To support the student in their internship by regular meetings and offering advice and guidance as appropriate.
5. To complete the internship agreement in Appendix A
6. To take responsibility for assessing the student's assignments, i.e. Reflective Field Notes (25%), Final report/portfolio (60%) and to take part in the end of placement symposium (15%) with the student and the Humanities coordinator. The Departmental supervisor should negotiate any workload implications with their Head of Department.
7. At the end of the placement the organisation completes an assessment of the student's placement, see Appendix B. You are invited to attend the end of placement symposium presentation. This takes the form of a symposium where all students taking HUMS 301 and 401 give a 15 minute presentation on their internship. You are welcome to attend as much of the symposium as you wish. Details will be provided on the exact time and venue four weeks before the end of semester.

Appendix A

Internship agreement

INTERNSHIP AGREEMENT

Student completes this section

Name of Student: _____ Date: _____

Student I D: _____

Home Address: _____

Email Address: _____

Address while on placement if different:

Organisation: Name of Placement Provider Organisation and mentor:

Address and contact details of Placement Provider Organisation:

Address _____

Phone contact _____

Name of Placement mentor in Placement Provider Organisation:

Email Address of Placement mentor:

Academic Department: Name of Departmental supervisor and department:

Address of Departmental supervisor: _____

Email Address of Departmental supervisor: _____

Dates for commencement & completion of placement:

Start date: _____

Finish date _____

Student to complete in consultation with organisation and academic department supervisor, additional pages may be added if necessary

Description of Placement including key tasks and what should be included in the end of placement Report/Portfolio:

(These are to be discussed and agreed with the organisation - to include details on objectives, key tasks and type and size of project and date for submission of report/portfolio. If preferred a separate page can be appended with the details)

Description of Desired Learning Outcomes:

(These are to be discussed and agreed with the organisation and academic department – consider with reference to the Learning Aims, Objectives and Assessment as described in attachment)

Placement Coordinator's Expectations:

Of the Student in relation to the organisation's work, e.g. administrative procedures; standards of dress; ethical processes, etc.

Organisation mentor's role in relation to guiding the Student and maintaining links with the Division of Humanities (e.g. communication process).

Expectations of the Academic Department:

- 1) The primary function of the placement is to achieve the desired learning outcomes (specify key ones).

- 2) The Student and Academic Coordinator are expected to arrange a programme of contact during the period of the placement, explain the arrangement here.

- 3) Any other information relevant to this placement, e.g. time to be spent at another workplace/ changes to dates/work hours, changes of mentor etc.

4) The Departmental supervisor is expected to ensure that this agreement is completed in triplicate during the first week of the placement:

- one copy for the Student
- one copy for the Placement Provider organisation
- one copy for the Department

PLEASE COPY AGREEMENT TO THE HUMANITIES COORDINATOR BY END OF FIRST WEEK OF SEMESTER

Signatures

Student: _____

Organisation representative: _____

Academic department supervisor: _____

Please attach any relevant supplementary material to this form

Additional requirements for Distance and summer school students (*please add additional paper if necessary*)

Distance students - Students who are taking this paper away from the university will need to ensure that they have included the following information:

1. Describe arrangements for supervisor to contact organisation and frequency of contact
2. Describe arrangements for student to contact supervisor and frequency of contact
3. Describe the arrangements including the date for the end of symposium presentation at which the supervisor, organization mentor, student and where possible the Humanities coordinator should be present (remote presence for the supervisor and Humanities coordinator is acceptable).

Summer school students - Students who are taking this paper as a summer school paper will need to ensure that they have included the following information:

1. Describe arrangements for supervisor to contact organisation and frequency of contact
2. Describe arrangements for student to contact supervisor and frequency of contact
3. Arrangements for meeting the internship requirements in the shorter summer school time, e.g more days present at the organisation.
4. Describe the arrangements including the date for the end of symposium presentation at which the supervisor, organisation mentor, student and where possible the Humanities coordinator should be present (remote presence for the supervisor and Humanities coordinator is acceptable).

Appendix B

Symposium and End of placement assessment

The final assessment will take the form of a presentation at the end of semester HUMS forum. Students are expected to attend the full day to provide support for all presenting students. Also present are the Departmental Supervisor and the Organisation Mentor. Each student is expected to provide a 10 minute presentation on their work experience covering:

- 1. Brief introduction to yourself, your background**
- 2. The organisation and their role**
- 3. Your role and task**
- 4. How you went about achieving the task**
- 5. What challenges you met and how you addressed them**
- 6. How successful you were at completing the task**
- 7. Any reflections**

This will be followed by 5 minutes for questions and discussion starting with the organisational representative

Marking: The presentation will be assessed by the Humanities coordinator in conjunction with the organisation mentor and the Departmental Supervisor.

END OF PLACEMENT ASSESSMENT FORM

This form must be completed by organisation mentor prior to the symposium. Students must ensure their organisational mentor has a copy of this form. When completed the Organisational Mentor will then return the form to the departmental supervisor.

Name of Student: _____ Date: _____

Name of Placement Provider Organisation _____

Name of Placement mentor and/or person completing this report

In the space below please comment on the following (feel free to use extra pages if you wish)

- Did the student successfully complete the agreed task?
- How well did they complete the task?
- How did the student perform when working in your organisation?
- Any other comments on the student's performance?

Appendix C

Health and safety form

To be completed by organisation mentor, departmental supervisor and signed by all parties. Organisations can attach their own completed Health and safety form if preferred.

Student name _____

Place of work _____

Timeframe: Start date _____ Finish date _____

Name of health and safety contact for the organisation _____

The health and safety officer in discussion with the student should:

<i>List below any hazards likely to be encountered in the Workplace</i>	Tick as completed and checked

<p><i>Names and contact details for the person/people you should contact in the workplace should an emergency arise</i></p>	
<p><i>A plan of action in the advent of an accident.</i></p>	
<p><i>Contact details for nearest emergency services, doctor, hospital etc.</i></p>	

Please attach any organisational health and safety guidelines to this form

Signatures

Student: _____

Organisation representative/mentor: _____

Academic department supervisor: _____

Student to complete the following

PERSONAL HEALTH AND SAFETY FORM

University of Otago HUMS 301 HUMS 401

Details from this form will only be used during the internship and contacts will only be used in the case of a genuine emergency.

Please complete the following

I agree that I will

1. *Take reasonable steps to ensure the health and safety of myself and others;*
2. *Co-operate with staff to safeguard the health and safety of all;*
3. *Maintain high standards of decorum when dealing with members of the organisation and when representing the organisation and the university;*
4. *Follow all safety instructions given by staff; and*
5. *Strictly adhere to the alcohol policy and other guidelines detailed in the University and organisation's Health, Safety and Conduct Guidelines.*

Signature:

Date:.....

Full name:

Emergency contacts

Name

Address

Phone

Relationship of this person to you

Appendix D

Letter of Introduction

ORGANISATION LETTER OF INTRODUCTION

Date:

For the Attention of:

Re: Internship Practicum with the Division of Humanities at the University of Otago

Dear

I am writing this introduction letter on behalf of the Humanities Division at the University of Otago. This student has expressed an interest in undertaking the Internship paper HUMS 301 – HUMS 401 and is interested in working with your organisation. This paper offers you an opportunity to benefit from a student's work.

Through working with you students will develop their workplace skills. For you this is an opportunity to benefit from the skills offered by a high achieving and well-motivated student. The student can assist with and undertake tasks or a research project that benefits your organisation but that the organisation may normally find difficult to resource.

The internship is not paid but the organisation is expected to mentor the student and to assist with any costs incurred in carrying out the tasks for the organisation, e.g. transport to field sites. The internship lasts for one semester and covers approximately 12 weeks. The student should ideally be present in the organisation for approximately 1 day per week or equivalent time. While the student may be working on a particular task or in a specific area we would hope that they will also be given the opportunity to observe and learn from the broader activities covered by your organisation. You will be invited to the end of placement presentation that the student will give at the end of the semester, details will be provided closer to the time.

If your organisation would like to support an internship the student will speak to the coordinator and an agreement covering the internship will then be discussed and negotiated between the organisation and the University. At the end of the internship the organisation is asked to write a very short report on the student and invited to attend a short student presentation on their internship.

Should you have any questions or require any further information please contact The Division of Humanities coordinator Professor Claire Freeman. Thank you very much for

contemplating an internship and we appreciate your willingness to consider working with our student and the University whether you decide to proceed or not.

Yours Sincerely

Professor Claire Freeman

For further information contact:

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