

## POL30003 Public Affairs Internship

<b>Credit Points:</b>	25																														
<b>Level:</b>	3 (Undergraduate)																														
<b>Dates &amp; Locations:</b>	2014, Parkville This subject commences in the following study period/s: Semester 1, Parkville - Taught on campus.																														
<b>Time Commitment:</b>	Contact Hours: To be determined in consultation with organisation officers and program staff. Four seminars will be scheduled throughout the semester. Total Time Commitment: Total of 240 hours																														
<b>Prerequisites:</b>	25 points at Level 1 in Politics and International Studies, and 37.5 points at Level 2 in Politics and International Studies. Students are required to apply for an internship placement in the semester prior to enrolment. Application form: <a href="http://www.ssps.unimelb.edu.au/study/internships/undergraduate_application">http://www.ssps.unimelb.edu.au/study/internships/undergraduate_application</a>																														
<b>Corequisites:</b>	None																														
<b>Recommended Background Knowledge:</b>	Politics and International Studies Levels 1 & 2																														
<b>Non Allowed Subjects:</b>	<table border="1"> <thead> <tr> <th>Subject</th> <th>Study Period Commencement:</th> <th>Credit Points:</th> </tr> </thead> <tbody> <tr> <td>POL30001 Parliamentary Internship</td> <td>Semester 1, Semester 2</td> <td>25</td> </tr> <tr> <td>POL30002 Public Affairs Internship (Int.Students)</td> <td>Semester 1, Semester 2</td> <td>25</td> </tr> <tr> <td>SOCI30005 Sociology Internship</td> <td>Semester 2</td> <td>25</td> </tr> <tr> <td>MULT20010 Arts Internship</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> <tr> <td>MULT30019 Arts Internship</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> <tr> <td>MULT20012 Community Volunteering for Change</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> <tr> <td>MULT30020 Community Volunteering for Change</td> <td>Semester 1, Semester 2</td> <td>12.50</td> </tr> <tr> <td>MULT20014 Community Volunteering for Change-Global</td> <td>January, June</td> <td>12.50</td> </tr> <tr> <td>MULT30021 Community Volunteering for Change-Global</td> <td>January, June</td> <td>12.50</td> </tr> </tbody> </table>	Subject	Study Period Commencement:	Credit Points:	POL30001 Parliamentary Internship	Semester 1, Semester 2	25	POL30002 Public Affairs Internship (Int.Students)	Semester 1, Semester 2	25	SOCI30005 Sociology Internship	Semester 2	25	MULT20010 Arts Internship	Semester 1, Semester 2	12.50	MULT30019 Arts Internship	Semester 1, Semester 2	12.50	MULT20012 Community Volunteering for Change	Semester 1, Semester 2	12.50	MULT30020 Community Volunteering for Change	Semester 1, Semester 2	12.50	MULT20014 Community Volunteering for Change-Global	January, June	12.50	MULT30021 Community Volunteering for Change-Global	January, June	12.50
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<b>Core Participation Requirements:</b>	For the purposes of considering request for Reasonable Adjustments under the disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements of this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: <a href="http://www.services.unimelb.edu.au/disability/">http://www.services.unimelb.edu.au/disability/</a>																														
<b>Coordinator:</b>	Dr Lea Campbell																														
<b>Contact:</b>	Dr. Lea Campbell: <a href="mailto:lea.campbell@unimelb.edu.au">lea.campbell@unimelb.edu.au</a>																														
<b>Subject Overview:</b>	In this subject students will have active experience working for a senior person with a policy-making and management role in a government, non-government or community-based organisation. Students will be required to use their own networks to make an initial contact with a potential organisation. Their choice will then need to be ratified by the School. The																														

	central task will be to complete a policy report or professional portfolio of relevance to the organisation. Students who complete this subject should have well-developed analytical, research, interviewing and report-writing skills enabling the provision of consultancy-type research services, and have high-level interpersonal skills developed through interaction with a range of people involving several tiers of government and a plurality of interests.
<b>Learning Outcomes:</b>	On completion of this subject students should: <ul style="list-style-type: none"> <li># have an understanding of the organisation in which they are placed and of their policy making responsibilities, approaches and contexts;</li> <li># have well-developed analytical, research, interviewing and report-writing skills;</li> <li># have practical skills enabling the provision of consultancy-type research services;</li> <li># have high level interpersonal skills developed through interaction with a range of people in and connected with their placement.</li> </ul>
<b>Assessment:</b>	A research essay or professional portfolio of 6000 words (80%) and a reflective essay of 2000 words (20%) both due during the examination period. Hurdle Requirement: Mid-semester progress report and a supervisor assessment report. Assessment submitted late without an approved extension will be penalised at 10% per working day. All pieces of written work must be submitted to pass this subject.
<b>Prescribed Texts:</b>	None
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	On completion of this subject students should: <ul style="list-style-type: none"> <li># Be able to research through the competent use of the library and other information sources, and be able to define areas of inquiry and methods of research in the preparation of policy research reports or work portfolios;</li> <li># Be able to conceptualise theoretical problems, form judgements and arguments and communicate critically, creatively and theoretically through report writing, workplace discussion and presentations;</li> <li># Be able to communicate knowledge intelligibly and economically through report writing and workplace discussion;</li> <li># Be able to manage and organise workloads for recommended reading and the completion of work assignments and assessment;</li> <li># Be able to participate in team work through involvement in internship placements.</li> </ul>
<b>Notes:</b>	Students will only be permitted to take one politics and International Studies internship as part of a BA. This subject has a quota of 30 students per semester. Applications are made online through the School of Social and Political Sciences in the semester prior to the one in which the internship is to occur. Application form: <a href="http://www.ssps.unimelb.edu.au/study/internships/undergraduate_application">http://www.ssps.unimelb.edu.au/study/internships/undergraduate_application</a> POL30003 Public Affairs Internship is not available as a Breadth subject.
<b>Related Majors/Minors/Specialisations:</b>	Political Science Major Politics and International Studies Politics and International Studies