

# Learning and Teaching Development Fund 2012

## Application

### **Title**

Scoping Project: Internships in the Bachelor of Arts

### **Applicant Details**

Leader:	Kathryn Sutherland
People involved:	Deborah Willis, Adele Conning, plus a researcher to be hired
Approved by:	Deborah Willis

### **Objectives**

Specific, Measurable, Achievable, Relevant Time Bound	<ul style="list-style-type: none"><li>• To investigate what current internship programmes exist in FHSS and elsewhere in the university</li><li>• To assess existing models of internships in Humanities and Social Sciences undergraduate degree programmes in various universities in Australasia</li><li>• To examine the recent literature on internships in Humanities and Social Sciences undergraduate degree programmes</li><li>• To determine the role that internships could play in the BA at Victoria, and report on a possible model/s for implementation Faculty-wide</li><li>• To identify and engage with potential organisations who might host BA interns</li></ul>
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## Description

<p>Background and implementation</p> <p>Why is this project needed and useful to Victoria and our students?</p>	<p>The Review of Undergraduate Education Working Party on the Co-Curriculum stressed that Victoria should be striving to “foster and extend relationships with members of the Wellington community, e.g. Government, Iwi, businesses, volunteer associations, etc”. And the Review of Undergraduate Education Issues Paper suggests that we should be “Providing students with opportunities to broaden their study through such means as co-curricular programmes, internships and volunteering, and exchange and study abroad programmes.”</p> <p>At least two internships already exist in the Faculty of Humanities and Social Sciences (the Honours level parliamentary internship, run through the Politics and International Relations programme, and the Masters-level Museum and Heritage Studies placements). The Faculty also runs, through the English Language Institute, the Skilled Migrant Programme, in which students on ELIN003: Workplace Communication for Skilled Migrants, experience New Zealand workplaces and develop their communication skills through work placements.</p> <p>None of these current internships are at undergraduate degree level, however, and the Faculty wishes to broaden the opportunities for students in the BA to undergo co-curricular experiences through internships. As has been emphasised by the Review of Undergraduate Education Issues Paper, “Co-curricular experiences such as internships, placements, leadership programmes and volunteering can complement formal learning and also provide a vehicle for disciplinary community engagement. Students can be provided with an opportunity to apply and test their skills in a ‘real world’ setting, and may increase their future employability as well as contributing to their communities. Victoria’s capital city setting lends itself well to a structured development of co-curricular opportunities.”</p>
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## Outcomes

<p>What will the benefits be and how will they inform practice?</p>	<p>A scoping project that outlines the possibilities for a formalised internship programme in the BA, will give the faculty direction for a way forward with internships, and provide impetus for the establishment of further co-curricular opportunities for BA students.</p> <p>The project will help us to enhance existing and identify potential new and important relationships with local employers, government departments, public services, non-profit organisations and community groups.</p> <p>Any report from the project would also potentially be useful for other Faculties at Victoria who might be considering implementing and/or expanding internship programmes.</p>
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<p>How will the project outcomes be sustained without additional funding?</p>	<p>This project is to scope the possibility of establishing a formalised internship programme within the faculty, as an option for BA students. Should the scoping project prove that a programme is worth pursuing then the Faculty will seek further funding to implement the programme. It may be necessary to seek external funding, which might include sponsorship.</p>
<p>How will the results be disseminated?</p>	<p>A report will be made available to other Faculties, and submitted to Faculty Board. Findings will be shared through various media, such as the Faculty's Learning and Teaching Newsletter, Vic News, and/or at Ako Victoria, should we be invited to present on our findings at that event.</p>
<p>What will be the outcome for students?</p>	<p>As outlined above, the scoping project will identify the possibilities for an internship programme in the BA, which we anticipate would provide students with co-curricular opportunities that will enhance their communication skills and employment opportunities, and give them greater clarity around possible career direction.</p>

### ***Project Timetable/Milestones***

<p>Start date and end date.</p>	<p>16 July 2012-21 December 2012</p>
<p>What will be achieved and when?</p>	<p>16 July: Appointment of a researcher with sufficient experience and maturity to engage appropriately with potential host organisations, Deans at other institutions, and students.</p> <p>Mid-August: stocktake of existing internship opportunities in FHSS and elsewhere in the university completed</p> <p>Mid-September: literature review of internships in BAs worldwide completed (looking particularly at pitfalls, advantages, and potential models), as well as an assessment of existing internship models at Australasian universities, in particular</p> <p>Mid-November: consultation with students and potential host organisations completed (this will involve an initial survey of students, local businesses, government departments, community groups, etc, followed by in-depth interviews and/or focus groups with representatives from various sectors)</p> <p>Mid-December: final report produced which will include a proposal with at least two potential models and possible implementation plans (including required staffing) for internship programmes in the BA at Victoria.</p>

## **Budget**

Total amount GST Exclusive	<b>\$24,708.26</b>
Expenditure breakdown	Travel costs (to other universities in New Zealand and/or Australia to investigate other internship programmes): Approx <b>\$3500</b> , including the following
Salaries	<ul style="list-style-type: none"><li>- Trip to Auckland for the local Deans of Arts, Social Sciences and Humanities (DASSH) meeting on August 9-10, so that the researcher can speak directly with as many NZ Deans at once about their internship programmes, as well as take the opportunity to visit local Auckland institutions to talk with the people who run such programmes</li><li>- Trip to Sydney and Melbourne to speak with the managers of, recent graduates from, and employers/organisations involved with several successful internship programmes</li></ul>
Operating	Research costs (development of survey and transcription of interviews): Approx <b>\$1000</b>  Taxi chits, koha for focus groups, and other incidental expenses: <b>\$1000</b>  Experienced Research Fellow (\$38.50/hour) – mid-range on the Research Fellow Scale  23 weeks @ 20 hours/week = \$17,710 (plus 8% holiday pay and ACC) x 1.0846= <b>\$19,208.26</b>

*Approved by Deborah Willis – 5 June 2012*