



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME

POLS 428: DIRECTED INDIVIDUAL STUDY — PARLIAMENTARY INTERNSHIP 30 POINTS

TRIMESTERS 1 and 2 2014

Important dates

Trimester dates: 3 March to 16 November 2014

Teaching dates: 3 March to 17 October 2014

Easter/Mid-trimester break: 18 April to 4 May 2014

Mid-year break: 3 – 13 July 2014

Mid-trimester break: 25 August to 7 September 2014

Study week: 20–24 October 2014

Examination/Assessment Period: 24 October to 15 November 2014

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

Lectures: Trimesters 1 and 2: Fridays, 3:10-4.50 p.m.

Venue: MY 103 *and* in various venues at Parliament

Names and contact details

Course Coordinator: Professor Stephen Levine

Room No: MY 534

Phone: 463-6099

Email: Stephen.Levine@vuw.ac.nz

Note: Emails about POLS 428 *must* have POLS 428 in the subject line; if they don't, they are liable to be deleted as spam.

Office hours: During the 1st trimester, Professor Levine's office hours will be Mondays 3:00-4.00 and Thursdays 3.00-4.00. Other appointment hours can be arranged by email.

Communication of additional information

Information about any changes to the timetable or programme will be announced in lectures and posted on the Political Science notice board, 5th floor, Murphy Building.

Prescription

This course provides a limited number of selected students with the opportunity of gaining insights into parliamentary processes, the roles and responsibilities of members of Parliament, the functions and activities of the research units, the conduct of select committees and the activities of parliamentary parties. Students who are accepted into this programme will have the opportunity to learn about the parliamentary process by working at Parliament during their honours year. Members of Parliament are not to be contacted about an internship under this programme without prior authorisation from the Course Coordinator.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. demonstrate an understanding of the role of the New Zealand Parliament in governance, the policy process and the wider community
2. describe the activities of Members of Parliament and parliamentary staff
3. critique aspects of the parliamentary and legislative process
4. compare and contrast aspects of the New Zealand parliamentary process with those of other legislative systems
5. write a well-organised, well-written, well-researched essay on an aspect of the New Zealand Parliament
6. execute a well-organised, well-prepared oral presentation, using Powerpoint, on an aspect of the New Zealand Parliament

Teaching format

The course has one seminar per week. The seminar is scheduled for two hours and will involve student presentations and class discussions.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

- Attend course meetings on a regular basis and give a seminar presentation
- Submit a research proposal
- Submit a research paper by **5.00 pm on Friday, 17 October 2014**
- Sit the final examination

Workload

In accordance with the Faculty Guidelines, this course has been constructed on the assumption that students will devote a total of approximately 360 hours to this course, including two hours of seminars per week. This includes:

Internship (at Parliament); 160 hours
Preparation and attendance at class meetings: 48 hours
Research proposal: 10 hours
Seminar presentation: 40 hours
Research paper: 80 hours
Final examination: 20 hours

Assessment

Assessment items and workload per item		%	CLO(s)	Due date
1	Research proposal (500-1,000 words)	10%	1-5	24 May by 5 pm
2	Seminar presentation	20%	1-4, 6	TBA
3	Research paper (8,000 words)	40%	1-5	17 October by 5 pm
4	Final examination	30%	1-4	TBA

The **research proposal**, worth 10%, is due on **24 May** and is between 500-1000 words. The topic for the research paper requires prior approval from the course coordinator and must be on a topic different from that of the seminar presentation.

The 30-40 minute **seminar presentation**, worth 20%, will be given (using Powerpoint) during the second trimester. The topic for the presentation requires prior approval from the course coordinator and must be on a topic different from that of the research paper.

The **research paper**, worth 40%, is due on **17 October** and is approximately 8000 words. As noted above, the research paper topic requires prior approval from the course coordinator and must be on a topic different from that of the seminar presentation.

The three-hour (closed book) **final examination**, worth 30%, covers the topics discussed during seminar meetings and class presentations.

Submission and return of work

Research proposals should be submitted to Professor Levine – at class; at his office; or by email – and will be returned at times to be advised, either at the end of class or directly from Professor Levine (at his office).

Essays should be submitted through the office essay drop-off point, Murphy Room 518, together with completed cover sheet which is available from the office. Essays should also be submitted to Professor Levine by email (as a Word attachment).

Extensions and penalties

Students will be penalised for late submission of written work – **a deduction of 5% for the first day late, and 2% per day thereafter, up to a maximum of 8 days.** Work that is more than 8 days late can be accepted for mandatory course requirements but will not be marked. However, penalties may be waived if there are valid grounds (for example, illness [presentation of a medical certificate will be necessary] or similar other contingencies). In all such cases, prior information will be necessary.

There is a uniform deadline for the final submission of all written in-term work (including research papers) for full year honours courses. Students are advised that this deadline will be firmly adhered to; extensions will only be granted in exceptional circumstances, under the conditions stipulated in Victoria University's aegrotat regulations. Extensions must be approved by the lecturer and by the Honours Coordinator (Jana von Stein) in advance of the deadline. **In 2014 the deadline will be 5.00 p.m., Friday, 17 October.** Work not submitted by this deadline will not be taken into consideration when determining final results.

Set texts

There is no required set text.

Recommended reading

There are, of course, numerous published studies of the New Zealand Parliament and of overseas legislative institutions. While the principal focus and purpose of the course has to do with providing an opportunity for students to gain experience within Parliament — with MPs and within the institution — it is important for this ‘work experience’ to be complemented by further study of the relevant academic and political literature. This will also be a feature of the class seminars, the research paper, and the final examination.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep’s name and details in this box:

Class Rep name and contact details:

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library/resources/subjectcontacts.html>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- VUWSA: www.vuwsa.org.nz