Boston University Study Abroad London

Pre-Law Internship Tutorial
Spring 2013

Instructor Information
A. Name Denis Carey

Overview
This core course for the Pre-Law track provided an overview of the history, the development and the current structure of the British legal system. During the Internship Phase this tutorial will offer the students the opportunity to meet with each other and a member of faculty in order to reflect on their internship experience and to begin to place their internships into an academic context.

Aims and Objectives
• To encourage students to make connections between their internships and what they have learned in the related core course
• To provide clear guidelines on the Internship Course assessment process
• To provide assistance in successfully completing the Internship Course assessment process
• To discuss and provide feedback on draft content and draft presentation of the Internship assessed pieces of work at a stage early enough for a student to correct any perceived defects

Assignments
Assignment 1
An introduction to the company and organization, coupled with a reflective weekly log (one sample week only).
This is to be submitted by 6.15pm on Thursday 13th by email and hard copy at the tutorial. It will be graded Pass/Fail. Word Limit: 1000

Assignment 2 (50% of the final grade)
Placement Project. This is an account of a particular project to which the intern is assigned in the internship. If no such project exists in any individual internship then either (i) a research project or (ii) a creative project may be substituted. Before selecting a project or (i) or (ii) there must be a discussion with the tutor and a topic/title agreed. That discussion may be via email in the period between Tutorials One and Two, or at Tutorial Two. Word Limit: 1500. Deadline: 6.15pm on Thursday 4th April by email and hard copy at the tutorial.

Assignment 3 (40% of final grade)
Analysis of the company/organization at which the student has interned plus reflective conclusions on the student’s experience.
Word Limit: 1500 Deadline: To be discussed at the first tutorial, by email then hard copy to the Student Affairs Office.
Assessment 4 (10% of the final grade)
Attendance and participation (including presentations) at the Internship Tutorials

Grading
Please refer to the Academic Handbook for detailed grading criteria, attendance requirements and policies on plagiarism: http://www.bu.edu/london/current-semester

Tutorials
Tutorial 1:
• A EUSA representative will attend the start of the tutorial session
• Explanation and discussion of the assignment guidelines
• Review on a student-by-student basis of where they will be interning and of their initial expectations
• Preliminary discussion of organization, presentation and content of materials and ideas

Tutorial 2:
• Preliminary review of Placement Projects
• Presentation (10 mins) by selected students on all aspects of their internship to date including a self-evaluation of the student’s contribution to their company/organization. The presentation will be expected to be well planned and structured to demonstrate the student’s learning. Visual aids such as PowerPoint are expected – bring it on a flashdrive/memory stick. A draft of the “Introduction to the company/organization” and sample days from the students reflective weekly log – see Assessment 1 above - should be incorporated into the presentation for feedback purposes.
• Reflection on the internship process with an emphasis on the learning experience
• Review of outline Assessment 2 work done to date on a student by student basis. Feedback on areas warranting further attention/requiring improvement.

Tutorial 3:
• Review of Assessment 3 work done to date on a student-by-student basis. Feedback on areas warranting further attention/requiring improvement.
• Presentation (10 mins) by selected students, updating cohort on their internship experience.
• Review of the internship learning experience to date, applying intellectual analysis to the actual work experience, so that the internship is integrated with the academic work done on the core course.

Attendance Policy

Classes
All Boston University London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

Authorised Absence:
Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorized Absence Approval Form with the required doctor’s note as soon as possible). **Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence**

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor’s note (submitted with Authorised Absence Approval Form).
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

**The Directors will only in the most extreme cases (for example, death in close family) allow students to leave the programme early or for a significant break.**

**Unauthorized Absence:**
Any student to miss a class due to an unauthorised absence will receive **a 4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a ‘Fail’ in the class and therefore expulsion from the programme.

**Lateness**
Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will require a meeting with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

**Readings** Readings may be posted on the course webpage: https://lms.bu.edu