



## **Boston University Study Abroad London**

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### **International Relations Track Internship Tutorial *Spring 2013***

#### **Instructor Information**

A. Name                                      Dr Paul Cousins

#### **Aims and Objectives**

The aim of these tutorials is to ensure that all students are thoroughly prepared for the assessment requirements of their internships. The assignments for this are designed to provide an academic assessment. We are NOT assessing your performance at work. The University requires an academic grading, based on the usual criteria. If you wish to compile a portfolio of work from your placement, that is fine, but it is not assessed and is a private matter for you. Each tutorial will give details as to the next piece of work to be submitted and will discuss issues raised. Remember that attendance is mandatory, and 10% of the final grade will be awarded for attendance and participation at the tutorials.

#### **Assignments**

**Assignment 1:** at the second meeting, each student will give a brief presentation, introducing the organisation they work for and the nature of their work personally, together with any other relevant information. The presentation should be no more than five minutes long and will be assessed on a pass/fail basis. Details will be given at the first tutorial. After the presentations at the second tutorial, there will be a discussion of issues etc. raised by them.  
This assignment will be assessed on a **pass/fail** basis **due at the 2<sup>nd</sup> tutorial**.

**Assignment 2:** this will take the form of a paper, of not more than 1,500 words, describing and explaining a project you have undertaken at work. The essay should give details and critically assess the project. Each student will need to get approval of the topic from me before finalising the paper. If a project essay is not suitable, I will make separate arrangements as necessary. These details will be dealt with at the second tutorial. Issues arising from the project papers will be discussed at the last tutorial.  
This assignment will count 40% towards the final grade and will be **due at the 3<sup>rd</sup> tutorial**.

**Assignment 3:** the final paper will take the form of a 2,000-word essay critically assessing the placement experience. Details as to what is required will be given at the third tutorial. The paper will be written as an essay with references and a bibliography.  
The paper will count 50% towards the final grade. **Deadline: Monday 22<sup>nd</sup> April, 12 noon, to be handed into the Student Affairs Office.**

#### **Grading**

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

## **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 Authorised 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.**

#### *Unauthorised 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.

## **Tutorials**

### **Tutorial 1:**

General overview of the assessment arrangements, and details as to the presentations.

### **Tutorial 2:**

Each student to present a short introductory paper, followed by discussion of issues raised. Details of the requirements for the project paper will then be given.

### **Tutorial 3:**

Submission of project papers followed by discussion of issues raised. Details of the final paper to be given.

## **Readings**

Some readings may be posted on the course webpage: <https://lms.bu.edu>  
(you must log in to view these items).

Remember that all the works listed for CAS IR 361 are relevant to these assignments.