



Boston University Study Abroad London

Boston University Study Abroad

International Relations Internship Seminar *Spring 2016*

Instructor Information

A. Name	Dr Paul Cousins
B. Days and Times	Tutorial 1: Wednesday 3 February 11.30 – 12.30 Harrington Room Tutorial 2: Thursday 10 March 6.15 – 7.45 pm George & Peto Tutorial 3: Thursday 14 April 6.15 – 7.45 pm Courtfield Gardens
C. BU Telephone	020 7244 6255
D. Email	cousinsp@bu.edu
E. Webpage	http://www.bu.edu/london/virtual-library/LI
F. Office hours	By appointment

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 hand in a paper which should:

- *state the reasons that you wanted this particular placement;
- * say what you expect from the internship;
- *set out the preparations made for the interview prior to the placement;
- *describe the interview experience;
- *indicate how the internship has met your expectations in its early weeks.

This paper will count as 20% of the final grade.

Assignment 2: at the second meeting you will also 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 **at the 2nd 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 20% towards the final grade and will be **due at the 3rd 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 , 12 noon, to be handed in to the Student Affairs Office.**

Attendance Policy

Classes

All Boston University London Programme students are expected to attend each and every class session, seminar, 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. This may result in the student having to take a medical leave of absence from the programme or withdraw from 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 more than one day. In this situation 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 (first day of sickness): If a student is too ill to attend class, the student must phone the BU London Student Affairs Office (who will in turn contact the student's lecturer).
- Illness (multiple days): If a student is missing more than one class day due to illness, the student must call into to the BU London Student Affairs Office each day the student is ill. Students must also provide the Student Affairs office with a completed Authorised Absence Approval Form and sick note from a local doctor excusing their absence from class.
- 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 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 be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

Grading

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

** Final Grades are subject to deductions by the Academic Affairs Office due to unauthorised absences.*

Seminars

Tutorial 1:

General overview of the assessment arrangements, and details as to the first paper and 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 at the seminar.

Readings

Some readings may be posted on the course webpage:

<http://www.bu.edu/london/virtual-library/LI> (you must log in to view these items).

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