



Boston University Study Abroad
London

British Foreign and Domestic Policy Making Internship Seminars
Spring 2018

Instructor Information

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| A. Name | Dr Paul Cousins |
| B. Days and Times | Seminar 1: 14 February 5.30 pm Seminar 2: 6 March 2.30pm Seminar 3: 27 March 2.30 pm Seminar 4: 10 April 10 am |
| C. Location | |
| D. BU Telephone | |
| E. Email | |
| F. Webpage | http://www.bu.edu/london/virtual-library/LI |
| G. Office hours | By appointment |

Aims and Objectives

The aim of these seminars 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 undertaken 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 1500 words detailing the work you do in your internship. Full details as to what is required will be given at the second session.

Assignment 3: this will take the form of a 15 minute presentation to be given at the fourth seminar critically assessing the placement experience. Details as to what is required will be given at the third tutorial.

The presentation will count 50% towards the final grade.

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

Seminars

Tutorial 1:

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

Seminar 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.

Seminar 3:

Submission of project papers followed by discussion of issues raised. Details of the final presentations to be established.

Seminar 4:

Presentations each lasting no more than 15 minutes followed by discussion.

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.

Paul Cousins
February 2018