



## **Boston University Study Abroad London**

### **Boston University Study Abroad London Pre-Law Internship Seminars Spring 2016**

#### **Instructor Information**

A. Name	Denis Carey
B. Days and Times	1 <sup>st</sup> Tutorial: Thursday 11 February 2016 (time tbc) 2 <sup>nd</sup> Tutorial: Group A Tuesday 8th March, 6:15PM-7:45PM. Group B Thursday 10th March, 6:15PM-7:45PM. 3 <sup>rd</sup> Tutorial: Group A Tuesday 5th April, 6:15PM-7:45PM. Group B Thursday 7th April, 6:15Pm-7:45PM Location: 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Seminars in Courtfield Room, 74-76 Courtfield Gardens, SW5 0NL
C. Office Telephone	0207 853 7182
D. Mobile Telephone	07973 625 118
E. Email	<a href="mailto:denis.carey@bu.edu">denis.carey@bu.edu</a>
F. Office hours	By appointment

#### **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 Seminar 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 8 or 10 March** (depending on your Group) 2016 **by email and hard copy at the seminar**. It will be graded Pass/Fail. Word Limit: 1000

### **Assignment 2 (55% of the final grade)**

Placement Project. This is an account of a particular project to which the intern is assigned in the internship, demonstrating connections between the internship and the related core PO222. Much more than simply a bald narrative is expected, and this is reflected in the weighting this Assignment 2 is given. 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 Seminars One and Two, or at SeminarTwo. Word Limit: 1500. Deadline: **To be discussed at the first tutorial, submit by email then hard copy to the Student Affairs Office.**

### **Assignment 3 (42.5% 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, submit by email then hard copy to the Student Affairs Office.**

### **Assessment 4 (2.5% of the final grade)**

Attendance and participation (including presentations and e-portfolios) at the Internship Seminars

### **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.*

Please would everyone review the grading criteria carefully and read them from a "project" scenario/perspective rather than a "paper/exam" scenario/perspective. This will give you some help in writing a good Assignment 2 - again, a bare descriptive or narrative account of the project cannot get a high grade. Remember you start from a grade of absolute zero and work up to an A. [If anyone has ever got a disappointing grade in their career and thought to themselves "*I don't know where I lost marks*" then they haven't grasped this fundamental point. You do not "lose" marks, you earn them. No grader starts with an "A" and works down!]

### **Seminars**

#### **Seminar 1:**

- A EUSA representative will attend the start of the Seminar 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
- Your e-portfolio

#### **Seminar 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.
- E-Portfolio presentation

### **Seminar 3:**

Review of Assessment 2 work done to date on a student-by-student basis. Feedback on areas warranting further attention/requiring improvement. Everyone will be asked to give an account of their work so far on their Assignment 2 project covering the following:

- Topic
- Structure
- Issues encountered while writing
- What you have learned so far in (i) your internship and (ii) by writing the assignment
- Any general observations
- 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.
- E-Portfolio reviews

### **Attendance Policy**

#### **Classes**

All Boston University Study Abroad London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfil 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 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.

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