

**COURSE SPECIFICATION DOCUMENT**

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| <b>Academic School/Department:</b> | Social Sciences and Humanities  |
| <b>Programme:</b>                  | MA International Relations  |
| <b>FHEQ Level:</b>                 | 7   |
| <b>Course Title:</b>               | Internship  |
| <b>Course Code:</b>                | INR 7902  |
| <b>Total Hours:</b>                | 300   |
| Timetabled Hours:                  | 0   |
| Guided Learning Hours:             | 8   |
| Independent Learning Hours :       | 292 , with a minimum of 280 practice hours (equivalent to 8 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2.5 day working week) |
| <b>Credits:</b>                    | 20 UK CATS credits<br>10 ECTS credits<br>4 US credits   |

**Course Description:**

The Internship in International Relations is a student work placement that aims to provide students with the experience of working internationally in related industries.

Students will develop the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment. All internships are supervised by faculty, and all last a minimum of 9 weeks in length and are carried out full time Monday to Thursday/ Friday.

Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience, preparing an internship portfolio, and delivering a final presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them.

During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are

based on several factors including, written assignments, presentation, and a report from their workplace supervisor which is taken into consideration.

**Pre-requisites:**

- MA International Relations students only;
- A 2.75 GPA, no withstanding “F” and “FA” grades.

**Aims and Objectives:**

- To provide students with an opportunity to participate in graduate-level experiential learning;
- To develop the hands-on skills needed for a particular professional environment;
- To prepare students for work in the field of international relations and related disciplines;
- To reflect upon work experience and possible future career paths;
- To consider the application of learned academic knowledge within a professional context;
- To develop students’ professional communication skills, including written and oral communication.

**Programme Outcomes:**

A detailed list of the programme outcomes are found in the Programme Specification. This is located at the archive maintained by Registry and found at:

<https://www.richmond.ac.uk/programme-and-course-specifications/>

**Learning Outcomes:**

By the end of this course, successful students should be able to:

- Deploy the skills and experience required to work in the field of international relations and related disciplines;
- Use tools and techniques in practical situations and critically evaluate their appropriateness and effectiveness;
- Test strategic concepts and theories and reflect on how successfully they can be applied in practice, in complex and familiar and unfamiliar real-life situations;
- Discuss current issues affecting global and regional politics, policy and key topics of academic debate and research;
- Understand and reflect upon an organisation’s, state’s, or policy institute’s aims, status and situation;
- Explain how their studies and research relate to global and/or regional politics and policy;
- Apply knowledge that will help them plan and evaluate future study and career development;
- Develop the interpersonal skills required to enable them to work efficiently as a member of a team trying to achieve organisational goals;

- Develop a range of skills and attributes which will contribute to employment opportunities.

**Indicative Content:**

- Critical reflection on the internship experience;
- The range of career pathways possible within the field of international relations and related disciplines, hands-on skills within a specific sector of the field of international relations and related disciplines writing within a professional context;
- Verbal communication and presentation skills within a professional context how to approach the search for an internship.

**Assessment:**

This course conforms to the University Assessment Norms approved at Academic Board and located at: <https://www.richmond.ac.uk/university-policies/>

**Teaching Methodology:**

This is an experiential learning programme, so instead of being taught in a classroom setting, students learn and develop new skills whilst at work and under the supervision of their workplace supervisor. The faculty supervisor acts as mentor and guide during the internship, so rather than teaching from the front, they serve as resource for the student to call upon if they are experiencing any issues in the workplace, or require any other assistance or advice. The faculty supervisor will provide feedback on the student journals on a weekly basis, in order to help improve the students learning and development. Deadlines are set for journal submissions as well as other forms of assessment.

**Indicative Text(s):**

- Cottrell, S. (2021) *Skills for success*. 4th edn. London: Palgrave.
- Keating, M.F. and Boys, J.D. (2009) ‘The policy brief: building practical and academic skills in international relations and political science’, *Politics*, 29(3), pp. 201–208.
- Steffes, J.S. (2004) ‘Creative powerful learning environments beyond the classroom’, *Change*, 34(3), pp. 46–51.
- Varner, I.I. and Palmer, T.M. (2005) ‘Role of cultural self-knowledge in successful expatriation’, *Singapore Management Review*, 27(1), pp. 1–26.

See syllabus for complete reading list.

**Change Log for this CSD:**

| Nature of Change | Date Approved & Approval Body (School or LTPC) | Change Actioned by Registry Services |
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| Revised aims and objectives | 16 November 2022 |  |
| Revision – annual update    | May 2023         |  |
| Total hours updated         | April 2024       |  |
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