

# **New Zealand Internship Experience: Agriculture & Environment**

**Course ID: 247.222**

## **2019 Course Guide**

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## Expected prior learning

In order to be accepted into this internship programme you need to have successfully completed your first year of study at your University and have knowledge and/or experience in the agrifood, environmental or wildlife management areas. The formally-defined entry requirements for this course are that students will:

- have completed at least one year of successful university level study
- be actively pursuing a degree in a related major
- have completed two papers at the 200 level in a related major
- have a cumulative GPA of 2.75 (on a 4.0 scale) or equivalent

## Course aims for the internship

We aim for you to complete successfully and take away:

1. An understanding that the practical context is all-important when defining and implementing appropriate strategies and solutions for organisational issues.
2. An understanding that the local actors' purposes, values and assumptions are important things to recognize in any context.
3. Some systems tools that will foster critical and creative approaches to thinking and problem solving.
4. A valuable and rewarding experience in New Zealand with both your hosts and the University.

## Learning outcomes

Students who successfully complete the paper will be able to:

1. Demonstrate personal organisation and self-motivation by undertaking employment in an agrifood/environmental management organisation.
2. Describe the characteristics of complex problems and apply systems thinking tools and techniques to analyse the nature and context of NZ agrifood, environmental or wildlife sectors.
3. Design an investigative approach to enhance understanding about the purposes and values of the organisation in which they are working.
4. Analyse, through reflective practice, organisational problems or issues with a view to identifying actions that could lead to improvement in the workplace or context.
5. Critically evaluate their experience and present the outcomes of their learning in a format that could be made available to an employer or industry representative.

## The online learning environment

### Online resources

There are no set texts for this paper. All learning resources are provided online. With the exception of the final block course, most of your interactions with the course coordinator will be via Massey's online learning environment, Stream. Similarly, all of your learning resources and assessments will be accessed and completed on Stream.

When you visit the Stream site for the course, you will see that the resources are laid out sequentially and in some ways the course has been constructed so that you can start at the top and work your way through each topic, completing your assessments along the way. However, your learning experience in this course is intended to be an iterative one. The topics and assignments are *interdependent* in that they refer to and build on one another.

### Online expectations

At the heart of this course is the shared experience of a 4-week internship placement in the Hawkes Bay, around which is wrapped a series of academic assessments that include a 2-day block course. You can expect our active engagement to help you complete the course successfully. This means:

- regular emails about course activities
- responses within 24 hours during the working week (Mon-Fri) to all emails, and forum postings addressed to the teacher or about course questions
- assessment feedback as per the details for each assessment

In return we expect from you:

- your active engagement and best endeavours to complete the course successfully. The teachers can see information about your use of Stream and will be watching!
- When you post questions or comments to the Course Forum, make sure to use a meaningful subject line.
- Address your messages to your intended audience.
- Support your peers! If you know the answer to a question that is posted – don't be shy. You should try to answer as well as ask questions.
- Be respectful and considerate in your online interactions.

## Course Calendar 2019

A full Course Calendar is available on the Stream website. The 2019 course start and end dates in New Zealand are 17 June and 12 July 2019 respectively. Note that the course includes (a) a 2-day block course to be undertaken 11-12 July, and (b) a final assignment due 2 August, 3 weeks after completion of the placement.

## Course assignments

### Assignments overview

All assignments are expected to follow the University's policies on academic integrity and plagiarism (see the Appendix). Make sure that you understand each assignment's details. If in doubt, seek clarification.

Assignment Type	Weight	Due Date	Link to Learning Outcomes
1. Digital Journal Entries	20%	4 x weekly reflections	LO 1, 2, 4
2. Presentation	20%	Friday 12 July	LO 1, 5
3. Reflective Digital Journal	30%	Friday 12 July	LO 2, 4, 5
4. System Report	30%	Friday 2 August	LO 2-5
5. Completion of placement	Pass/Fail		LO 1-5

#### *Assignment 1: Digital Journal Entries*

Four sets of system-oriented reflections on internship experiences delivered online each week during the placement.

#### *Assignment 2: Presentation*

Brief PowerPoint-based oral presentation on the internship experience, a team effort by students who share the same host and delivered to an audience that includes invited guests.

#### *Assignment 3: Digital Reflective Journal*

Systematic reflection on the internship experience, drawing on and extending the weekly journal entries.

#### *Assignment 4: System Report*

Overview report on and evaluation of the placement host organisation's agricultural and environmental system.

You are expected to complete the four-week internship placement and to attempt and satisfactorily complete all assignment components in order to pass the course successfully. You should note that in courses delivered at the academic level of this internship, student work that receives the highest grades from the University is expected to show signs of and references for independent research.

## Handing in and getting back your assignments

All assignments are to be submitted as uploads to the MyPortfolio Forum on the course's Stream site. Each student has their own individual thread in this Forum for submitting their assignments. All students can see each other's work as it compiles throughout the internship. The Forum includes a thread from the course coordinator that provides examples. Individual feedback will be given through the Stream site's chat tool.

## Due dates and extensions

All assignments are to be turned in on or by the due date. If you anticipate a problem meeting a deadline, then contact the course coordinator *prior to the due date* to negotiate an extension. No extensions will be granted after the due date for an assignment.

Overdue assignments for which an extension has not been negotiated will attract an automatic penalty of 20% per day. Assessment received more than one week after the due date will be given a zero mark but feedback will be provided. If your academic work is unduly effected by illness, injury, bereavement or other critical personal circumstances beyond your immediate control, you can apply for what the University calls an Aegrotat or Impaired Performance consideration. For details on these regulations, see the Appendix.

## Resources for self-directed learning about systems thinking

The assignments for this course involve the fairly straightforward use of a few systems-based concepts and tools. For those seeking more background understanding of systems theory and methodology, and to encourage self-directed learning that will enhance the value of what you take home from your internship, we have provided a set of resources on the Stream site, *The systems approach: self-directed study resources*.

The University provides a range of more general online support for students through the Centre for Teaching and Learning (see the Appendix for details).

## Assignment 1: Digital Journal Entries

Self-reflection is perhaps the hardest discipline to learn, but it's also potentially the most valuable competence you have as a systems thinker. There are many definitions of self-reflection. Here we think of it as openly exploring our assumptions, values and perspectives in order to help us identify some ways in which our practice might be improved.

### Purpose

Assignment 1 is intended to:

- encourage a disciplined approach to reflection
- enhance critical and creative thinking about your placement organisation
- produce resources to be reanalysed as part of Assignment 3

## Overview and due date

<i>Description:</i>	Four sets of system-based journal reflections on your internship experiences
<i>Worth:</i>	20% (5% per weekly reflection)
<i>Due:</i>	Delivered online every Wednesday during the placement
<i>Format:</i>	4 sets of 3 forum posts as per the template instructions
<i>Handed to:</i>	the MyPortfolio Forum

## General instructions

For this assignment you will collect images about your host organisation in the Hawkes Bay, most likely photographs, and comment on them. When you comment on an image, you describe what it shows and you also comment on what it somehow 'stands for'. The image makes you think of something else, something similar or something more general, like an idea or a process. In these cases, we're commenting on the picture as metaphor. The Stream site's self-directed study resources include a useful reading about the sorts of metaphors with which we imagine organisations.

You should be mindful that these images will be posted in a public domain. Be respectful and sensitive in your collection and use of them. Don't use images that are likely to cause offence to their subjects or to other members of this class and its local community. In Māori terms, this concern is part of our course [tikanga](#) and [kawa](#), our custom and practice.

## Detailed instructions: Completing the journal entries template

You are to complete 4 sets of 3 journal entries. A set of 3 image-based journal entries should be submitted as a post to your thread in the MyPortfolio forum no later than every Wednesday during your placement. There is a template format for each journal entry.

Each of the 12 journal entries is a single forum post to MyPortfolio that consists of the following 3 elements:

1. a brief and relevant **title** at the top of the post and in a heading format (give the image a name so people know what they're looking at). This title should be inserted within the body of your post;
2. a **single image** in the middle of the post (uploaded for display). These images can be photographs, pictures, drawings, etc, either taken by you or digitally sourced and without copyright restrictions;
3. a **caption** (about 100-150 words) at the bottom that describes what the image represents about the system of your host organization and your experience of it.

You cannot not use the same image twice. Examples have been provided in MyPortfolio by the course coordinator. Think of this as an exercise in photographic journalism. It's designed to help you think about the internship while you're doing it.

## Assignment 2: Presentation

Completed during the 2-day block course.

### Purpose

Assignment 2 is intended to:

- work as a whole group to organise the presentation event
- work as small teams of interns who share the same host organisation
- review and synthesise your internship experience
- publicly share your experience in the Hawkes Bay

### Overview and due date

Description: a talk on the internship experience delivered to a public audience  
Worth: 20%  
Due: Talk and PowerPoint slides delivered Friday 12 July  
Format: 10-minute PowerPoint presentation, one presentation per host organisation  
Handed to: PowerPoint slides uploaded to MyPortfolio

### General instructions

Assignment 2 is a concise PowerPoint-based oral presentation (10 or so minutes). It is a team effort by students who share the same host organisation delivered to an audience that includes invited guests. The format will be developed during the block course, but will include summary expressions focused on what you have learned during the placement. A resource on the Stream site provides guidelines and tools for PowerPoint presentations.

## Assignment 3: Digital Reflective Journal

Completed during the 2-day block course.

### Purpose

Assignment 3 is intended to:

- reflect upon the journal entries you have previously uploaded to MyPortfolio
- select and revise 8 of the entries
- complete the Journal revisions with final commentary

### Overview and due date

Description: finalised production of the internship Journal  
Worth: 30%  
Due: Friday 12 July  
Format: Stream postings  
Handed to: the MyPortfolio Forum

## General instructions

Assignment 3 brings together and extends Assignment 1, producing a finalised Journal that systematically records and reflects upon your internship experience. The Journal format will be discussed and confirmed during the block course. It will include the identification of 8 exemplary posts from your previous journal entries, editing that adds value to these posts, and concluding reflections on the personal significance of the internship placement.

## Assignment 4: System Report

**NOTE:** this assignment is due no later than 3 August, 3 weeks following the completion of the internship placement in the Hawkes Bay.

### Purpose

Assignment 4 is intended to:

- use system-based ideas and tools that enhance your understanding of the New Zealand organisation in which you were placed
- organise your baseline thinking, including your interests, values and assumptions

### Overview and due date

Description: Report on your host organisation's agricultural and environmental system  
Worth: 30%  
Due: Friday 2 August  
Format: Set of 5 PowerPoint slides  
Handed to: the MyPortfolio Forum

## General instructions

This assignment is due 2 August and you should plan for its completion following the end of your placement in the Hawkes Bay. In a nutshell, assignment 4 is an overview report on your placement host organisation. It includes use of a system tool called SIPOC to map the organisation's agricultural and environmental system. The assignment is presented as a set of 5 PowerPoint slides for which templated formats and questions have been provided on the Stream site. You will need to exercise judgement about how you map the organisation's system. Systems can be described in various ways, so you'll have to make some choices about how to model 'the system' of interest to you.

### Detailed instructions: Completing the PowerPoint template

The Report is structured as 5 sections, one for each PowerPoint slide.

1. Title, includes general overview introduction of the organisation
2. A SIPOC map
3. Sources for overview and SIPOC map, comments on the SIPOC map
4. 2 SIPOC system images with caption commentary
5. Concluding thoughts

Instructions for completing each part of the Scoping Report are given below and are repeated in short form on the template slides themselves.

### Slide 1: Title and Introduction

1. Give the Report a title: *A System Report on [your organisation's name] by [your name] [date]*
2. Give a brief, general overview introduction (200-250 words) on your organisation that says: (i) where it is and what it does, (ii) how it fits into the local and wider context, and (iii) what you think are some of the most important agricultural and environmental issues encountered by your organisation.
3. Put the sources of information you use for this Introduction in the References List on Slide 3.

### Slide 2: The SIPOC map

SIPOC is a systems thinking tool that is sometimes used in management studies and quality assurance. On Slide 2 you produce a SIPOC map of your organisation.

In short, SIPOC stands for five parts of your organisation's system:

- S **Suppliers:** those who provide the organisation's inputs, including the environment
- I **Inputs:** who and/or what the organisation transforms
- P **Processes:** how the inputs are transformed
- O **Outputs:** what results from the organisation's processes
- C **Clients:** those receiving the outputs, including the environment

The five parts of the system are mapped on a single template table that looks like this:

A SIPOC map of [insert your organisation's name]				
Suppliers	Inputs	Processes	Outputs	Clients
A list of the sorts of people and organisations outside your organisation who <b>directly</b> provide it with resources that are used or transformed by the organisation's internal processes, including the environment.	A list of the materials and other resources that your organisation receives from its suppliers and transforms through its internal processes.	A list of 3 or 4 means and actions by which your organisation transforms its inputs into outputs for other people.	A list of the products and/or services that your organisation's processes result in and that are used or received by its clients, broadly defined.	A list of the sorts of people and organisations, including the environment, that <b>directly</b> receive the organisation's outputs that you have identified.

In completing this initial SIPOC map you should note that:

1. The environment has been included as both a 'supplier' and a 'client' in your organisation's system. This is not usually done in management research but it is an important consideration for your internship. The environment delivers inputs and receives outputs from your organisation; these should be included in your thinking.
2. You will need to make decisions about how to complete your SIPOC. This is an agri-food and environmental internship so you are expected to focus on these aspects of your organisation in particular. You'll also need to make decisions because you need to keep it simple. SIPOC is a high-level one-page map designed to be easily navigated so don't overload it with details. Focus on the big picture. Completing this assignment will require creativity and 'out-of-the-box' thinking.

If you'd like extra support there are a good many brief guides to using the SIPOC tool online, including on YouTube (Wikipedia is no good on this). If you find anything useful, include its details in your references on Slide 3, but you do not need to include any extra resources on the SIPOC tool to complete this assignment.

### **Slide 3: System-level comments and References**

1. *Comments on the SIPOC:* Respond to the following questions in 300 words. What does your SIPOC analysis suggest about the system, purposes and values of your organisation? What do you think are the organisation's key measures of success? Have you made any key assumptions (or are there possibly missing aspects) that you should point out? Provide commentary about how useful (and why) you found the SIPOC tool.
2. *Reference List:* Provide a list of the most important references for the information sources you have used to complete Slides 1 and 2 (the overview introduction and SIPOC map).

### **Slide 4: SIPOC system images 1 & 2**

This slide contains two images (photo etc), each of which represents one of the five aspects of your organisation's SIPOC system. The two images should represent different SIPOC components. That is, only one but not both of the images can represent your organisation's suppliers, inputs, etc. Accompanying each image is the following text from you:

1. *Title:* Label each image to clearly identify what SIPOC component it represents and to concisely indicate what the image actually depicts.
2. *Caption:* Write one caption (150-200 words) for these images that covers:
  - (i) Why did you select them? What interests you about them?
  - (ii) When taken together, what do the two images suggest about your organisation's system? How do these two different parts of the SIPOC interact with each other? What kind of feedback loop is there here in your organisation's system?

(iii) Identify the sources from which the images have been taken.

Note: The images can be photographs, pictures, drawings etc, either taken by you or digitally sourced. If you source images from the internet make sure they're free from copyright restrictions. Wikimedia Commons is a useful image bank:

[https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)

### **Slide 5: Concluding Self-Reflection**

On this final slide, write responses to the following questions in 500 words.

1. How much value do you personally place on 'environmentally friendly' practices, profitable businesses and on the balance between the two?
2. What do you think of your host organisation's purposes, its processes and measures of success? If you could make one recommendation to improve the system of your host organisation, what would it be and why?
3. Reflecting on yourself as an intern, what have you learnt about your own knowledge and abilities? Reflecting overall, how has the internship contributed to your values and assumptions? Has your thinking changed or evolved in relation to your experiences with the host organisation?
4. Is there anything you intend to do differently as a result of your experiences? What you will take from your Hawkes Bay experience into the future?

## **Assignment 5: Completion of placement**

### **Purpose**

To gain knowledge and experience working in a placement in an agricultural or environmental organisation or business in the Hawkes Bay of New Zealand.

### **Pass/fail assessment**

Assignment 5 is a Pass/Fail determination made by the course coordinator. In order to complete the course successfully you must undertake a 3½ week placement in a host organisation. You will normally pass your internship if you:

- meet the expectations of your placement host in terms of attendance
- demonstrate professionalism and work ethics that are satisfactory to your host

If there are any issues or concerns with your work placement, please contact the course coordinator as soon as they occur. It is anticipated that your host will also provide feedback to you directly.

## Appendix: Course information, University support and policies

### Course prescription

Practice and experience working within the New Zealand agrifood or wildlife management sector. Students will follow an agreed work plan and will document and present their internship experience through various communication channels.

### Course prerequisites

The entry requirements for this course are that students will:

- have completed at least one year of successful university level study
- be actively pursuing a degree in a related major
- have completed two papers at the 200 level in a related major
- have a cumulative GPA of 2.75 (on a 4.0 scale) or equivalent

### Description of the learning experience

This is an applied course in which students undertake a four-week internship. Students are expected to critically reflect on their work experiences through the course assessment. The internship may involve work outdoors. Students need to have mobile access to the Internet (e.g. laptop or smart phone). Assessment work related to the internship is undertaken via the course's online site. Course activities include a 2-day block course and the completion of a final assignment 3 weeks following the end of the placement in New Zealand. Note that this is an intensive course that is likely to test students both physically and academically.

### Learning hours

This 15 credit paper (3-4 USA credits) involves 150 total learning hours.

Students are required to undertake an internship of approximately 120 hours (4 weeks) to successfully complete the paper. It is expected that approximately 60-70 hours of the internship will be directly 'creditable' to the 150 learning hours of the paper. The indicative learning hours for the course are therefore as follows:

Accessing learning resources (readings, independent research)	15 hrs
Contribution of the internship work & reflective exercises	90 hrs
Block course organisation, Presentation & Digital Journal	30 hrs
Final assessment completed after the placement	15 hrs
<b>Total Learning Hours</b>	<b>150 hrs</b>

## **Support for student learning**

Massey University offers online learning support to students through the Centre for Teaching and Learning. A number of resources have been developed on using Stream, online study techniques and digital note-taking. Click on [this link](#) to access them.

## **Aegrotat (impaired performance)**

The purpose of the University's Aegrotat or Impaired Performance regulations is to ensure that your academic progress is not unduly impeded by illness, injury, bereavement or other critical personal circumstances beyond your immediate control. You can apply for Aegrotat consideration in relation to final examinations or internal assessment and other compulsory elements that occur at a fixed time and place. As a general guide, applications will not be considered for assignment tasks worth less than 10% of the course's total assessment. If you are unable to complete an assignment worth less than 10%, or feel your performance was impaired, you should discuss this with the course coordinator to see if an alternative arrangement can be made. In such cases, the coordinator may request 'supporting evidence' (such as a medical certificate) in order to make arrangements appropriate to your circumstances. For further information about Aegrotat [click here](#).

## **Academic integrity & plagiarism**

Academic Integrity is a core academic value that Massey University is committed to fostering. We require students and staff to conduct themselves honestly, fairly, truthfully, ethically and responsibly in all areas of academic endeavour. We take a firm stance on plagiarism and any form of cheating. Plagiarism includes:

- Copying sentences, paragraphs, computer files, research data, and creative products that are the works of other persons, without appropriate acknowledgement.
- Closely paraphrasing sentences, paragraphs or themes without appropriate acknowledgement.
- Submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement and/or approval.
- Submitting material obtained from internet based essay depositories (paper mills) or similar sources.
- Submission of work that relies too greatly on model answers or sample solutions provided in the course materials.

Plagiarism will be penalised; it is likely to lead to loss of marks for that item of assessment and may lead to an automatic failing grade for the paper and/or exclusion from re-enrolment at the University. For further information on the University's academic integrity policies, [click here](#).