### McCusker Centre for





# Citizenship

Please ensure that you stay for the check-in otherwise you will not be marked as having attended the session



Dr. Catherine Martin

**Introduction to Active Citizenship** 

Prepare for your internship

Learn about active citizenship

Meet other interns

Ask questions!

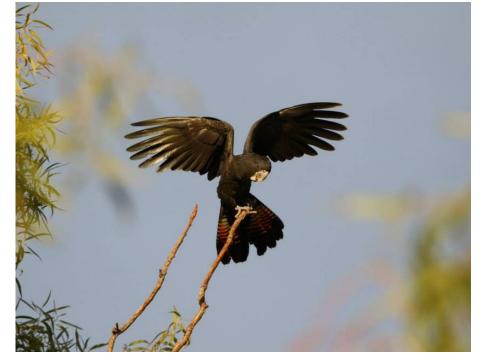
## Acknowledgement of Country





We acknowledge that this campus is situated on land of the Wadjuk Noongar. We recognise the Wadjuk Noongar people as the spiritual and cultural custodians of their land, and acknowledge that they never ceded sovereignty. We pay our respects to them and their culture; and to Elders both past and

present.



### What we will talk about today





#### A. Foundation

- Introductions
- Key conceptual frameworks

#### B. Preparation

- What do you bring to your internship?
- What questions do you need answered?

You will listen, watch, reflect and share

#### C. Navigation

- Self-responsibility for learning requirements and assessments
- Working with the LMS site and resources
- Planning for success and enjoyment

## The Internships Team







Dr Cathy
Martin
(she/her)
Academic
Coordinator



Anne Bolton (she/her) Internships Advisor





Marika
Huhtinen
(she/her)
Internships
Advisor



#### A. Foundation



#### **Introductions - Meet someone**

Activity: You will be asked to form groups of 4.

- 1. Introduce yourselves, and share
  - » the sector your organisation works in (i.e., local government, environment, arts, homelessness)
  - » your expectations of your placement
  - » what you are excited about
  - » what you are nervous about



## Key concepts



- » Service learning
- » Social need
- » Active citizenship
- » Resources
- » Privilege
- » Cultural awareness
- » Self-reflection

## Service Learning (SVLG)



"a form of experiential education where learning occurs through a cycle of action and reflection as students. . . seek to achieve real objectives for the community and deeper understanding and skills for themselves. In the process, students link personal and social development with academic and cognitive development. . . experience enhances understanding; understanding leads to more effective action."

Janet S. Eyler, Vanderbilt University, https://cft.vanderbilt.edu/guides-sub-pages/teaching-through-community-engagement/

"encourage(s) students to see themselves as agents of social change and use the experience of service to address and respond to injustice in communities" (Mitchell, 2008, p. 51).

Service learning combined with social justice education

## Learning outcomes



#### **Unit Learning Outcome THEMES**

- Through this unit, students will have opportunities to:
  - work in the community
  - demonstrate professional responsibility
  - develop an understanding of active citizenship
  - reflect on reciprocity

#### Social need



- More than one in eight people (13.6%) live below the poverty line.
- 'More than 100,000 Western Australians are living in entrenched disadvantage; experiencing a combination of poverty, barriers to accessing basic necessities and social exclusion.
- Households on low incomes can quickly be thrust into a downward spiral of financial hardship as a result of a health crisis, unemployment, family separation, unexpected cost increases or receiving a fine or infringement.
- Increasing income inequality is leading to greater social fragmentation, social isolation and concentrations of social disadvantage in WA.' (AnglicareWA, https://www.anglicarewa.org.au/who-we-are/advocacy/poverty-and-inequality
- 'Australia has one of the highest rates of species extinction in the world and it now holds the first record of a mammalian extinction due to climate change. Other species are in grave danger because of our warming climate.'

(Climate Council, https://www.climatecouncil.org.au/resources/ecosystems-report/)

#### **SDGs**



- Sustainable Development Goals aim for 2030
- SDG10 Reduced inequalities within and among countries
- Other SDGs relevant for particular projects and organisations
- Encouraged to contextualise experiences within the wider social, economic and environmental contexts



#### 'The Active Citizen'



- The active citizen is a person who participates fully in community life.
  Active citizens volunteer. They contribute to their local community in
  positive ways. They have involvement with community organisations
  such as libraries, hospitals, sports clubs, mutual interest groups and
  faith groups.
- The active citizen engages in civic life. Active citizens turn up to vote.
  They have political literacy and campaign on issues they care about.
  They engage with politics on a local and national level and are
  effective in making change happen.
- The active citizen is globally aware. They are tolerant, have intercultural awareness and respect diversity. They understand that some issues are too big for any one country to deal with and know that actions at home can have wider consequences around the world.

Active Citizenship: The role of higher education (Guild HE)

#### The active citizen continuum





#### Member

Not concerned with their role in social problems.

#### Volunteer

Well-intentioned but not well-educated about social issues.

#### Conscientious Citizen

Concerned with discovering root causes; asks why?

#### Active Citizen

Community becomes a priority in values and life choices.

Increased interconnectedness between understanding and action



From: http://alternativebreaks.org/wp-content/uploads/2014/06/Active-Citizen-Continuum-2014.pdf

### The Internship program



The McCusker Centre for Citizenship seeks to foster caring, connected and socially engaged citizens who actively contribute to the wellbeing of their communities.

This involves collaborating with students and the broader UWA community, not for profit and community organisations, government and business (over 400 partners) to make a difference in our communities locally, nationally and globally.

The McCusker Centre for Citizenship Internships are a key component of that collaboration.

## Community engagement



Many factors influence an individual's ability and willingness to engage in the community, including:

- Resources
  - What resources do I have in abundance;
     what needs strengthening?
- Advantages
  - What is my privilege?
- Self-awareness and understanding
  - What do I know? How well-informed am I?



Image from: https://pixabay.com/illustrations/aware-conscious-mindful-awake-1207669/

# What are my resources?





- Financial
  - the money to purchase goods and services
- Emotional
  - stamina, perseverance, emotional control
- Mental
  - mental abilities and acquired skills to deal with daily life
- Spiritual
  - having hope or purpose
- Physical
  - physical health and mobility
- Support systems
  - friends, family, back-up
- Relationships/role models
  - access to adults who are appropriate and nurturing
    - From Ruby K Payne, Bridges out of Poverty, 2001.

**Reflection:** Think about your resources. Which of these feel like your strongest assets? Which would you like to strengthen?

# What is my privilege?



- Privilege refers to social advantages that an individual or group enjoys because of a particular social identity (such as ethnicity, sexuality, religious belief)
- Privilege 'checklists' have become a common tool used by equity, diversity and inclusiveness trainers. The individual considers which statements resonate with their experience to help understand how they are positioned in society.

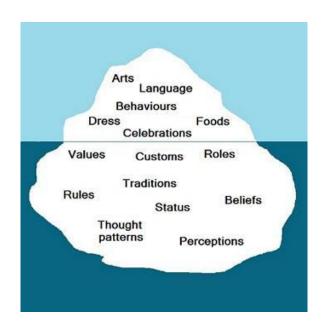
'What Is Privilege?' - <a href="https://youtu.be/hD5f8GuNuGQ">https://youtu.be/hD5f8GuNuGQ</a> (4 minutes)

- Extension activity: Read through one or more of the "privilege checklist" tools on LMS
  - Make note of any of the points that give you a strong emotional reaction, or otherwise grab your attention, and try to identify what the emotion is. Are you angry, frustrated, guilty, other? Reflect on why this is so.





- What do I understand about social and environmental challenges?
- How aware am I of the significance of cultural difference?



Commisceo Global: https://www.commisceo-global.com/blog/why-is-cultural-awareness-important

# Why is cultural awareness important?



- Working in a diverse society means that we interact with difference every day
- It is critical that we understand that the expectations of others might be different from our own
- To proceed 'blind' to difference can risk mistakes that can be harmless, or serious
- Cultural Awareness Training (CAT) is a beginning step in preparing us to be open to, and seek understanding of difference, so that our actions are sensitive, informed and effective
- All McCusker Centre interns participate in Aboriginal Cultural Awareness Training at the start of their internship

#### Self Reflection



To be truly effective in working towards change for social and environmental justice we need to develop self-awareness about our own privilege or disadvantage, and the resources available to us.

# Action without reflection can be ineffective or even counter-productive

- The Reflective Journal helps you develop:
  - Self awareness
  - Deep understanding of complex issues
  - Ability to describe these issues and your experiences cogently



#### Peer Networks



Activity: You will be asked to form groups of 5 members.

Discuss how the material covered so far compliments your expectations about the internship program?

This group will form your Peer Network for the duration of the program. **Decide on a method you will use to stay in touch**: for example, Microsoft Teams, Facebook, other

You will draw on this network throughout the internship for support and to help broaden your experience of the overall program. Check in with each other often about how your hours are progressing, how you are managing any stress or anxiety you might be feeling, and just sharing your experiences as you go along.

You must draw on this collaboration in your reflection in your Journal entries

#### 5 minute stretch





Please ensure that you are here for the register otherwise you will not be marked as attending this session.

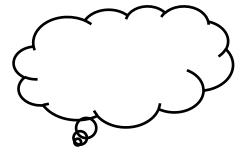


Peter Trimming: https://www.flickr.com/photos/55426027@N03/5145836756

## B. Preparation



- Reflection: if you have your role available, examine it now, or draw from memory. Make notes on the following:
  - What I know about the organisation
  - What I understand about my role
  - Questions I need to ask my supervisor in our planning meeting – (clarify responsibilities and expectations)



#### Making the most of your internship



- Go 'all in' challenge yourself, research what you don't know, and seek to understand your impact on the organization and their community
- Be professional and punctual
- Be prepared to work autonomously and as part of a team
- Communicate, communicate, communicate
- Respond promptly to communication from your organization and UWA (<u>check your email regularly!</u>)
- Ask questions and seek feedback
- Identify and maximize emerging opportunities that may arise throughout the internship
- Establish a schedule of working days and hours at the beginning, and stick to this — GET STARTED EARLY













# INTERNSHIP GUIDE FOR STUDENTS

TO ASSIST WITH YOUR INTERNSHIP EXPERIENCE

The Intern Guide will help you have a successful internship and answer all your FAQ's.

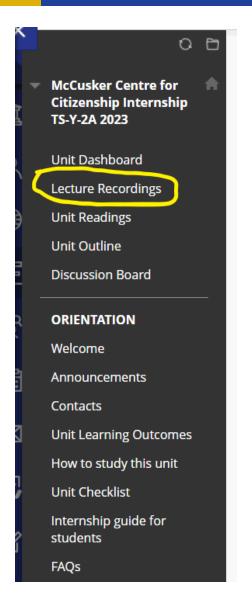
#### **QUIZ TIME**





- Go to LMS
- Click on Lecture Recordings
- Click on Lecture Recording System
- Click on the IAC Quiz
- Work with your peer network to complete the quiz





# C. Navigation



Your internship is provided to you through a UNIT. From now on, let the LMS be your friend.

- Unit Checklist
- Welcome video
- Weekly Announcements (check your email)
- Commencement requirements
- Assessments information
- Assessment UPLOAD
- Professional development
- FAQs

#### LMS site

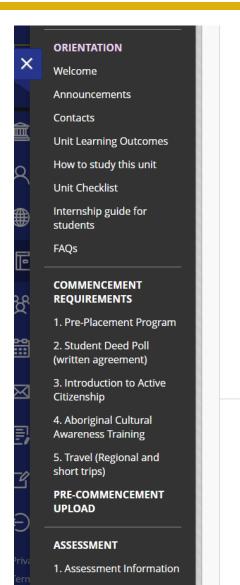


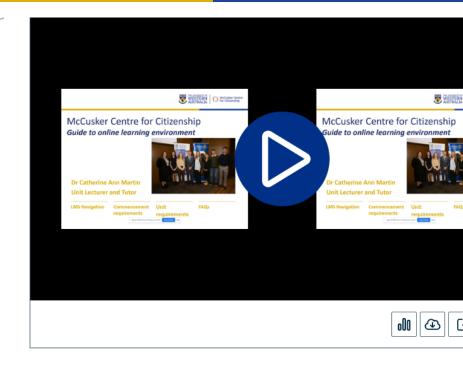


Extensive unit and internship information

Use the menu to remind you of requirements

Return to key sites often







#### From the Unit Coordinator

The University of Western Australia acknowledges that its campus is situated on Wadji custodians of their land, and continue to practice their values, languages, beliefs and I

Welcome to the online learning space for your McCusker Centre for Citizenship Internship. Yo change, and all aspects of your internship experience have been designed to develop your ur this site so that you are fully aware of unit expectations. Specifically, keep in mind that we aim

#### **Unit Learning Outcome (ULO) Themes**

Students will have opportunities to:

1. work in the community

#### **Unit Checklist**





WEEK	TASKS	COMPLETED
	At least one week before teaching period starts	
	Make contact with your supervisor – establish your internship hours and organisational	
	expectations	
	Complete Deed Poll with supervisor	
	Respond to email asking you to schedule Check-in calls	
	Monday 19 February – Sunday 25 February	
	Book into scheduled learning activities in CAS	
	Complete UWA Pre-placement Program (PPP)	
	, ,	
	Upload PPP certificate of completion on LMS	
	Upload all three pages of signed Deed Poll on LMS	
	Read through LMS and familiarise yourself with unit requirements	
	Internship Week 1: Monday 26 February – Sunday 3 March	
	Attend Seminar 1 – Introduction to Active Citizenship (IAC)	
	Attend Seminar 2 – Aboriginal Cultural Awareness Training (ACAT)	
	Begin internship hours	
	Monday 4 March Commencement Requirements are due	
	Internship Week 2: Monday 4 March – Sunday 10 March	
	Continue internship hours	
	Submit Journal 1 and signed timesheet on LMS (after approximately 8 hours)	
	Monday 11 March: Final submission date for Journal 1 and first 8 hours signed timeshee	t
	Internship Week 3 and 4: Monday 11 March – Sunday 24 March	
	Engage in Check-in #1Call from the McCusker Centre (14-25 March)	
	Continue internship hours	
	Attend SAC Event 1 (Tuesday 19 March)	
	Internship Week 5: Monday 25 March – Sunday 31 March	
	Continue internship hours	
	Meet with supervisor to discuss mid-internship evaluation (after 50 hours)	
	Study break: Monday 1 April – Sunday 7 April	
	Internship Week 6 and 7: Monday 8 April – Sunday 21 April	
	Continue internship hours	
	Respond to Check-in #2 Survey from the McCusker Centre (8-11 April)	
	Attend Seminar 3a (week 7)	
	Submit Feedback 1: Mid-internship Evaluation on LMS	
	Submit Journal 2 and timesheet on LMS (after approximately 50 hours)	
Mon	day 22 April: Final submission date for mid-internship evaluation, Journal 2 and 50 hours signe	d timesheet
	Internship Week 8 to 10: Monday 22 April – Sunday 12 May	
	Continue internship hours	
	Attend SAC Event 2 (Wednesday 24 April)	
	Contact supervisor to arrange meeting for end-of-internship evaluation	
	Engage in Check-in #3 Call from the McCusker Centre (2-9 May)	
	Internship Week 11 to 12: Monday 13 May – Friday 24 May	
	Attend Seminar 3b (Week 11)	
	Complete 100 internship hours	
	Meet with supervisor to discuss your progress and complete Feedback 2: End of Internships	
	Evaluation	
	Submit Feedback 2 and completed timesheet on LMS	
	Complete and submit Journal 3	
	Complete Unit Evaluation (SELT) survey and Completion Survey on LMS	
	Friday 24 May: All unit requirements are due	

# Check LMS for due dates for ALL unit requirements

# Download the Unit Checklist

Make a plan to complete everything by 24 May

#### Student Deed Poll





Remember, you should complete all 3 pages of your Student Deed Poll with your host supervisor and upload to the LMS page **before** you begin your internship hours, and by **4**<sup>th</sup> **March at the latest**.

WESTERN MCCusker Centre AUSTRALIA	WESTERN MeCulker Centre for Citizenship	WESTERN  WESTERN  MCusker Centre for Citizenship	
McCUSKER CENTRE FOR CITIZENSHIP INTERNSHIP	I acknowledge the Placement provides me with a supervised opportunity to achieve competencies within the Organization's workplace. I am not an employee of the Organization and am not entitled to any payment from the Organization for the Placement, except for any speed reimbursements.	SCHEDULE 2 – STUDENT PLACEMENT DETAILS	
STUDENT DEED POLL		Item 1: Course McCusker Centre for Citizenship internship	
Student name	I am a ware of my right to seek independent legal advice before signing this Deed and have either done so or waive that right.	Item 2: Term Semester.	
Student address	Executed as a Deed and delivered on the date shown below:	Commencement Date:  Expiry Date:	
Organisation name	Signature of student: Supervisor signature:	Item 3: Internship Name:	
Course/ Unit name and code McCusker Centre for Citizenship Internship	Signature of student.	Organisation and Location Address:	
I the Student named above, acknowledge I will be participating in a student placement ("Placement") at the placement provider named above ("the Organisation"), which is administered by the University of Western Australia through the McCluster (poster, for Citizenship ("UWA") for the purposes of completing the Course named above.	Date:Name of Supervisor (place print):	Placement Location (if different to address):  Item 5: Organisation Supervisor	
By signing this Deed, I hereby agree to the following in relation to the Placement I will be undertaking at the Organisation:	Address (plans pird):	Phone:	
<ul> <li>respect and abide by the rules, policies and procedures and general standards of the Organisation, including all relevant health and safety rules and regulations advised to me;</li> </ul>		Email  Item 6: Student Name:	
<ul> <li>diligently follow and obey all lawful instructions that the Organisation gives me during the course of the Placement;</li> </ul>		details Student ID;	
<ul> <li>keep any confidential information received from the Organisation confidential (including any patient information if the placement is in a clinical setting, use it only for the purpose of my placement, not disclose confidential information to any third party without the prior written consent of the Organisation, and follow the direction of UWA in respect of that information at the end of my placement:</li> </ul>		Phone: Email:  Course Name:  Major Discipline Area:	
<ul> <li>any intellectual property developed by me during the course of the Place ment is owned by the Organisation, except for copyright in any work I create for assessment (including any thesis, if relevant). I am aware that by signing this Deed, I am transferring intellectual property rights to the Organisation;</li> </ul>		Internship Role Title	
<ul> <li>I will conduct myself as an ambassador of U WA and not do, or omit to do, anything that would adversely affect the reputation and standing of UWA or the McCusker Centre for Citizenship;</li> </ul>		Confirmed by the Organisation	
<ul> <li>I will notify the McCusker Centre for Citizenship immediately and in writing if for any reason I am unable to complete the requirements of my placement;</li> </ul>		Signature of Organisation Representative:	
<ul> <li>I will familiarise myself with the nature of the project and all other expectations that apply to me; and</li> </ul>		Full Name:	
<ul> <li>not to do or omit to do anything that would adversely affect UWA's reputation and standing.</li> </ul>		Title:	
Any matters of discipline will be addressed in accordance with UWA's policies and procedures.			
I acknowledge my Placement may be terminated if I am gully of dishonesty, wilful misconduct or negligence or repeated failure to follow the Organizations safety requirements of no other reasons such as UWA's belief the objectives of the Placement are unable to be met. If my placement is terminated, and dependant on the circumstances, UWA may, but is under no obligation to, take steps to re-place me at another placement.		Date:	

# Commencement requirements

All commencement requirements are due for submission prior to commencing your internship hours and by 4 March at the latest.

- Pre-placement program upload certificate
- Deed poll upload all three pages
- Attend seminar 1 IAC
- Attend seminar 2 ACAT

# **Using Outlook**



While many of you have used Outlook for email, you may not be familiar with some of the ways it is used in a professional environment i.e. to set or respond to meeting requests, to manage calendars or 'to do' lists.

The interface may also be slightly different to what you're used to if you're only familiar with Mac or PC.

There are resources available in the Professional Development section of the LMS.



#### Assessment



#	Assessment
1	professional conduct, assessed through class attendance, completion of communicative and administrative requirements for the unit, and an evaluation from the organisational supervisor
2	Journal reflection
3	Seminar participation

# # Students must pass all assessment items to pass the unit!

See relevant pages on LMS for full details See *How to study this unit* or *Unit checklist* for due dates

#### Assessment



#	Assessment
1	professional conduct, assessed through class attendance, completion of communicative and administrative requirements for the unit, and an evaluation from the organisational supervisor
2	Journal reflection
3	Seminar participation
4	Postgraduate presentation - postgrads only

# # Students must pass all assessment items to pass the unit!

See relevant pages on LMS for full details See *How to study this unit* or *Unit checklist* for due dates

# **Professionalism**



- Always be on time and turn up for your internship
- Follow appropriate dress standards and organisation/ UWA codes of conduct
- Use formal and professional communication (for example, all emails should have a greeting and farewell. Always use complete sentences and do not make assumptions or use abbreviations.)
- Respect the organisation's privacy and confidentiality at all times
- Deliver on promises and commitments
- If you are unsure or have a concern, communicate with your supervisor and/or your internships adviser

## Culture shock



Things may be different to what you're expecting
You may be expected to work autonomously
You might have quiet periods – you'll need to be proactive

You may be the 'expert'

Don't panic!

Reach out if you need support!

Get in touch if you have any
questions or just want
to chat ©



# Be proactive



#### Asking for clarification

- Repeat back what you think you understand
- Be specific about what you don't understand
- Send an email if you find asking in person difficult

#### **Quiet times**

- Explain why you're not busy and ask if there is anything else you can contribute to
- Look for opportunities to contribute suggest areas where you could be of assistance – explain how it can benefit the organisation
- Ask your colleagues if they need assistance
- Do background research on your organisation and/or project

### FEEDBACK



- Feedback x 2: mid internship evaluation and end-ofinternship evaluation – forms and details in Assessment information — a) evaluation
- Make an appointment early
- Prepare for meetings
- Bring questions/reflections about your project/role
- Offer to take notes
- Ensure that the evaluation forms are signed
- Be open and adaptable
- Upload to Assessments UPLOAD







## Reflective journals

### Three journals:

- Early-internship (8 hours)
- Mid-internship (50 hours approx.)
- End-internship (90 hours approx.)

At least 600 words, guided reflections

Type straight into submission portal do not attach a file

Include your role and host organization

Refer to the literature provided

# Using Al





## Use of LLM AI\* is NOT ALLOWED!

\*LLM AI = Large Language Model Artificial Intelligence



- You must write assignments yourself
- You must use all your own words
- You must use all your own ideas
- You cannot use LLM Al generative software i.e. ChatGPT, etc.
- You cannot use LLM AI editorial software i.e.
   Quillbot, etc.
- You can only use LLM AI tools at UWA with the Unit Coordinator's permission
- You do not have permission!

Using LLM AI in your assignments in this unit is considered academic misconduct!

If you use LLM AI, you could fail the unit!

## Seminar participation Western Australia





#### 1. IAC seminar

- Tuesday 27 February at 9am
- Wednesday 28 February at 3pm

#### 2. ACAT seminar

- Tuesday 27 February at 2pm
- Wednesday 28 February at 10am

### 3. Seminar 3A — week commencing 15 April

- **4. Seminar 3B** week commencing 13 May
  - Attendance to both is compulsory
  - Small group sessions
  - Love House
  - Reflection on internships and key concepts

#### 5. SAC event

- 19 March at 1pm Michael Sheldrick, Global Citizen
- 24 April at 4pm topic tbc

Completion of all five seminars are a mandatory unit requirement



Class Pass

### Postgraduate presentation





4<sup>th</sup> assessment for postgraduate students:

Short video on issue encountered in placement and suggested solutions

Aim to teach peers about an issue, to evaluate each others' perspectives

Resources available on LMS in Assessment Information folder

More details, including short preparation video and submission details will be available in FeedbackFruits – available at the beginning of week 3

# Juris Doctor requirement WESTERN AUSTRALIA





Juris Doctor students enrolled in SVLG5001 must submit a fourth reflection journal on the legal aspects of their internship, to **Meredith Blake**.

See relevant page on LMS for details.



### **Keep track of:**



- 100 hours in your organisation
  - Meet with your supervisor, and agree on a schedule
  - Have your Timesheet signed off every shift
- Attendances
  - Seminar 1 IAC
  - Seminar 2 ACAT
  - Seminar 3 x 2– peer interaction
  - SAC Event x 1
- Paperwork and feedback
  - Deed Poll
  - Timesheet
  - Supervisor's evaluation x 2
- Academic work
  - Reflective journal x 3
  - Presentation requirements or JD reflection (postgrads only)
- Completion Survey and SELT evaluation





Internships are Ungraded Pass / Fail units

All unit requirements are mandatory

If you miss a scheduled seminar or fail to complete any of your unit requirements, you will need to apply for Special Consideration for an alternative assessment

Additional assessments are an in-person presentation, followed by a Q&A session – students only get this option once

## Working arrangements





- All interns are expected to work onsite.
- If your supervisor asks you to work from home, keep us informed.
- Working from home booklet on LMS
- If you have any concerns, please contact your internship adviser to discuss
- Travel documentation required if you travel as part of your internship

### Resources



- Professional Development on LMS
- UWA Student Support details on LMS
- McCusker Centre internships team

Don't struggle alone – if you need help then reach out!



Image: https://this.deakin.edu.au/society/why-do-animals-help-each-other

### The McCusker Centre check-ins





Throughout your internship the Centre will contact you **three times** to see how you are going

- 1. Check-in #1 Teams call 11-22 March— Teams invite sent
- 2. Check-in #2 text survey texted 8 April respond within
- 24 hours
- 3. Check-in #3 Teams call 6-17 May— Teams invite sent







# Active Citizenship Minor WESTERN AUSTRALIA







# **NEW: MINOR IN ACTIVE CITIZENSHIP**

#### 4 Units:

- . Making a Difference: Civic Participation and Social Change
- · Approaches to Wicked Problems
- McCusker Centre for Citizenship Internship
- . One of the following 2 options:
  - o Changing the World: Social Innovation, Finance and Enterprise
  - Global and Environmental Justice



# LinkedIn profiles



You may wish to include your internship on your LinkedIn profile – however:

- This should be under your host organisation NOT the McCusker Centre for Citizenship
- Your role title should match your internship role title
- You should choose 'internship' from 'employment type'
- You should have an accurate start and end date
- Feel free to tag us in posts ©

### Questions and contacts



## **Any questions?**

Any issues today, please stay behind for a chat.

Future issues – contact your internships advisor

Internship contact email address:

internships@mccuskercentre.uwa.edu.au



### Keep in touch with the Centre



Stay connected with us for more updates & info:

- @mccuskercentreforcitizenship
- http://www.mccuskercentre.uwa.edu.au/
- info@mccuskercentreforcitizenship.uwa.edu.au