

# LMS Quick Reference Guide and Internship-Related FAQs

## ORIENTATION

Welcome

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Unit Learning Outcomes

How to study this unit

Unit Checklist

Internship guide for  
students

FAQs

### Unit Checklist

This will provide you with an informative list of due dates

### Internship Guide for Students

This will provide you handy information on your internship

## COMMENCEMENT REQUIREMENTS

1. Pre-Placement Program

2. Student Deed Poll  
(written agreement)

3. Introduction to Active  
Citizenship

4. Aboriginal Cultural  
Awareness Training

5. Travel (Regional and  
short trips)

## PRE-COMMENCEMENT UPLOAD

### Pre-Placement Program

This is where you locate instructions on how to self-enrol in the UWA Pre-Placement Program

### Student Deed Poll

This is where you download the Student Deed Poll template to complete with your internship supervisor

### Pre-commencement upload

This is where you upload your UWA Pre-Placement Program Completion certificate and completed Student Deed Poll

## ASSESSMENT

1. Assessment Information

2. Assessment **UPLOAD**

My Grades

### Assessment Information

On this tab, you will find:

1. Evaluation form templates and information
2. Reflective Journals information
3. Seminar Participation online access link and information
4. Law and Lawyering Reflection Guidelines (Juris Doctor students only)
5. Timetable log template and information

### Assessment Upload

This is where you upload and submit:

1. Completed Evaluation Form(s)
2. Reflective Journals
3. Timesheet (40-50 hours) and (100 hours)

## STUDENT FEEDBACK

MCC Completion Survey

Unit Evaluation

## PROFESSIONAL DEVELOPMENT

Working from Home

Resources for your  
personal and professional  
development

### MCC Completion Survey

You will find the link here to complete your MCC Student Survey, which will make you eligible to receive your Completion Letter

### Working from Home

You will locate some very useful Work from Home resources here

## Internships-related FAQs

### 1. Why is my enrolment for a McCusker Centre for Citizenship internship showing as invalid?

All interns' enrolments will show as "INVALID" or "BREACH". This is normal for internship/placement units. In order for your enrolment to be validated, you must complete the following:

- Student Deed Poll completed with your supervisor and uploaded to the LMS
- Pre-Placement Modules completion certificate uploaded to the LMS
- Attended Seminar 1: Introduction to Active Citizenship (IAC)
- Attended Seminar 2: Aboriginal Cultural Awareness Training (ACAT)

The "invalid" status will be waived by the Internship team once you have completed the four requirements above. All queries should be sent to [internships@mccuskercentre.uwa.edu.au](mailto:internships@mccuskercentre.uwa.edu.au)

### 2. What are the contact hours and assessments for a McCusker Centre for Citizenship internship?

McCusker Centre for Citizenship internships require:

#### During Semesters

- 100 hours of internship
- Online Pre-placement Module – 1 hour
- Seminar 1 - Introduction to Active Citizenship (IAC) – 1.5 hours
- Seminar 2 - Aboriginal Cultural Awareness Training (ACAT) - 2 hours
- Seminar 3a - Review - 1.5 hour
- Seminar 3b - Review - 1.5 hour
- Student Advisory Committee Event attendance – 1 hour
- 3 x reflective journal entries

#### During Summer or Winter Intensive

- 100 hours of internship
- Online Pre-placement Module – 1 hour
- Seminar 1 - Introduction to Active Citizenship (IAC) – 1.5 hours
- Seminar 2 - Aboriginal Cultural Awareness Training (ACAT) - 2 hours
- Seminar 3 - Review - 1.5 hour
- 2 x reflective journal entries

Semester internships are usually completed 1 day per week. Winter and Summer internships are usually completed 3 - 4 days per week.

Please note that students enrolled in the 0-point units (SVLG1005 or SVLG5900) must complete all of the same requirements in order to achieve an UP (ungraded pass) result. Failure to complete the requirements will result in an UF (ungraded fail) result recorded on the formal academic transcript.

Further information about unit requirements can be found in the [UWA handbook](#).

### 3. When will LMS and CAS become available?

#### LMS

You will be able to access LMS one week prior to the teaching period commencing.

#### CAS

For Semester 1 and Semester 2 teaching periods, CAS will open approximately one month prior. You can find the exact dates on the [CAS homepage](#).

For the Winter period, CAS will open at the same time as the upcoming Semester 2 period. For Summer period, CAS will open at the same time as the upcoming Semester 1 period. You can find the exact dates on the [CAS homepage](#).

For more information about CAS, please refer to the [CAS FAQs](#).

**4. Can I commence my McCusker Centre for Citizenship internship hours before I go to the Introduction to Active Citizenship seminar?**

Attendance at Seminar 1: Introduction to Active Citizenship (IAC) and Seminar 2: Aboriginal Cultural Awareness Training (ACAT) are compulsory as they form part of pre-commencement requirements that aim to equip you with the knowledge and understandings to undertake your internship.

The two seminars will take place in the first week of the teaching period. You should hold off starting your internship hours until after you have attended these seminars, although you are encouraged to meet with your supervisor and discuss and plan your internship soon after you have been introduced to each other.

**5. Am I eligible to take the McCusker Centre for Citizenship internship for credit?**

Your eligibility to undertake a McCusker Centre internship for-credit will be advised by your [Student Advising Office](#). The internship application form on [our website](#) will guide you through the process of seeking approval.

If you are eligible to take the internship for credit, you will be advised to enrol in one of the following units: SVLG1002, SVLG2002, or SVLG3003 (undergraduate); or SVLG5001 (postgraduate).

If you are not eligible to take the internship for credit, you may be advised by your Student Advising Office to enrol in the 0-point option: SVLG1005 (undergraduate); or SVLG5900 (postgraduate). Please note that when matching roles, preference is given to students who enrol in a 6-point unit.

**6. I will be undertaking the McCusker Centre for Citizenship internship, but for 0 points of credit. Do I still have to complete the assessment tasks?**

All interns must complete **all the assessment requirements**. If you do not complete these, you will receive an Ungraded Fail (UF) on your transcript for your 0 point unit. More details about the assessment may be found in the [handbook](#).

If you have any questions, please contact the Internships team.

**7. Will undertaking a McCusker Centre for Citizenship internship impact my GPA?**

All McCusker Centre for Citizenship internship units are assessed on Ungraded Pass (UP)/Fail (UF) basis.

Your result will not affect your Course Weighted Average (WAM) however a UF grade will **count as a zero** in the calculation of your Grade Point Average (GPA).

**8. Which seminars are compulsory and how many are there?**

You need to allocate yourself into all compulsory seminars on Class Allocation System (CAS) before the commencement of this teaching period. Your attendance is compulsory to all seminars listed on CAS. Please note that for internships in Semesters 1 and 2, there are two Seminar 3s – attendance is compulsory at both seminars.

#### **9. Will I have to do an induction at UWA prior to commencing the internship?**

All interns must attend Introduction to Active Citizenship and Aboriginal Cultural Awareness Training seminars, as part of a compulsory induction process. The dates and venues can be found on the UWA [Class Allocation System](#) (CAS).

#### **10. What if I miss a seminar?**

You are required to contact the Internships team at: [internships@mccuskercentre.uwa.edu.au](mailto:internships@mccuskercentre.uwa.edu.au) at the first instance and provide reason why you have missed a seminar and if you can be allocated to another session. If you have missed a seminar due to being sick or for other reasons outside of your control, you will need to apply for [Special Consideration](#) with your Student Office.

#### **11. Will the McCusker Centre for Citizenship internship clash with my timetable?**

Your host organisation understands that you have other study and work commitments, so you can negotiate your work days and times directly with them to complete the 100 internship hours, once you have been matched to an internship.

Compulsory unit seminars are listed in CAS along with your other units' attendance requirements. The sessions booked via CAS will show up in your timetable once allocated.

Students are NEVER required to attend their internship instead of an examination or in class assessment. You can negotiate with your supervisor regarding working around class times, exams and assessments.

#### **12. What is a peer network and how do I contact them?**

You will be formed into a small network of students (approximately 5) at the Introduction to Active Citizenship seminar. You and your group will decide, then, a method for maintaining communication at least once per week. We do not keep a record of peer networks – it is your responsibility to make a note of who is in your network, and how you intend to communicate. The peer network serves for you to reach out to others, enquire on progress, aim to learn more about their organisations and roles, and seeking advice from your network if you face a challenge. If you find yourself without a peer network, please contact your Unit Lecturer instantly.

#### **13. What to do if I'm behind in my hours?**

When you first meet up with your internship supervisor, you are required to work out an internship schedule (including the days, total hours, and venue you will be working on the internship). Should you find yourself behind the schedule, you will need to contact [internships@mccuskercentre.uwa.edu.au](mailto:internships@mccuskercentre.uwa.edu.au) at the very first instance and devise a contingency plan with your internship supervisor to catch up on the hours.

**14. What do I do if I cannot get hold of my Supervisor?/What do I do if I have been assigned a different supervisor?**

Please contact your allocated Internship Adviser at the Centre immediately and we will be able to discuss next steps with you/

**15. What should I do if my role is different to the role description?**

We encourage you to discuss this with your supervisor initially. If you still have concerns, I would suggest that you contact your Internship Adviser at the Centre to discuss.

**16. Can you get paid for a McCusker Centre for Citizenship internship?**

All internships undertaken through The McCusker Centre for Citizenship are unpaid.

**17. Are there any special requirements to undertake a McCusker Centre for Citizenship Internship?**

In order to be placed with a host organisation, some students may require a current [Police Clearance](#). In addition, some roles may also require a valid Working with Children's Check. If you are interested in working with young people it is best to obtain a Working with Children Check as early as possible.

Applications are available via [Authorised Australia Post Outlets](#). Please be prepared to apply for necessary checks and clearances as soon as you accept an internship offer.

**18. How do I enrol in the McCusker Centre for Citizenship Active Citizenship minor?**

You can search for the McCusker Centre for Citizenship [Active Citizenship minor](#) in [studentConnect](#), using the name, or code: MNR-CITZ, and self-enrol.

If the minor does not appear in your search, contact your Student Advising Office to ask them to manually add the minor for you.

**19. What is the difference between a McCusker Centre for Citizenship internship and SVLG3008 Approaches to Wicked Problems?**

The McCusker Centre for Citizenship internships are individual community service placements, in which you undertake work directly for your host organisation. We have a variety of unit codes for these – postgraduate and undergraduate.

In SVLG3008 (undergraduate) Approaches to Wicked Problems unit, you will work in a multidisciplinary team of students on a project for one specific organisation, in collaboration with a range of community stakeholders and UWA staff. The emphasis is on collaboration and solving complex problems.

Both McCusker Centre for Citizenship internships and SVLG3008 are assessed on Ungraded Pass (UP)/ Fail (UF) basis.

