Minutes of meeting 30, Thursday 10 December 2015.

1. Opening and apologies.
Present: Michael Lambert, Ann Corlett, Jeannie Douglass, Rosie Giddings, Ross Gittins, Antony Green, Denise North, Alice Oppen, Michael Jackson, and Professor Colin Wight.

Apologies: John Gore, Michael Neylan, and Emily Scanlan.

Guests: Gorana Grgic and Karen Walker.

2. Minutes of the previous meeting of 10 September were approved as distributed. See the action items in appendix (1) below.

3. Matters arising from the previous minutes.
All matters arising are covered elsewhere in the agenda/

4. Internship.
Karen Walker, Interim Head, Course Delivery and Student Services, Faculty of Arts and Social Sciences outlined the for-credit program to be launched in 2016. The program is described in the document included in appendix (2). The program is directed at undergraduates in year 3 and involves 120 hours of placement for 6 credit points. The target is to achieve 20/25 placements, noting that there are about 25 undergraduates in year 3. The program can also be student initiated. The program will commence in semester 2 of 2016 with details finalized by April 2016.

Both the committee and the department indicated strong interest in having students of the department participating and supporting the program.

Members of the Committee agreed to consider individually and collectively opportunities for placements for students in the wider community. These should be communicated to Michael Jackson so that any input can be coordinated. It was also agreed that Karen would visit the Committee again next year for an update. Members who wish to do so, may contact Karen directly as below.

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5. ‘World Politics.’
Dr. Goran Grgic, Lecturer, described the current state of this HSC Board-approved unit of study, including its disappointing enrolment for this year. In the discussion Professor Wight affirmed the commitment to the unit and recognized the need for more advertising to promote enrolments. Making the unit more widely known can begin on campus by bringing it to the attention of Jit Poh in Student Recruitment, which has been done. Earlier and repeated advertising in the Modern History teachers magazine remains the best bet. Specific actions that were agreed need to be taken were as follows:

- Prepare a brochure that can be circulated explaining the course and its benefits for attendees. Gorana is preparing such a document.
- Undertake a mail out to school principals enclosing a covering letter, the brochure and requesting the matter being brought to the head teacher in history. It is also suggested that the letter invite a response indicating whether the school would see an interest from its students and if so asking for a nominated contact person.

6. Chair of Department Report.
Professor Wight congratulated Associate Professor Adam Kamradt-Scott for receiving a best book prize from the International Studies Association. (Some time ago Peter Dauvergne of this department also received such a prize.) The International Studies Association is an important body.

The research ranking exercise carried out by the Australian Research Council awarded the Department a Five out of Five which is described as ‘above world standards.’

He also noted that four of the eleven ARC research grants in political science in the country went to members of the Department: Ariadne Vromen, Anika Gauja, Ben Goldsmith, and Ryan Griffiths. Congratulations to one and all.

He noted that seven of the ten candidates for promotion from the Department during the year were successful. The Committee congratulates each. Members may remember that David Smith, Ryan Griffiths, Anika Gauja, and John Mikler have attended meetings. The promotions are as follows:

Senior Lecturers: Frank Smith, David Smith, and Ryan Griffiths
Associate Professors: Anika Gauja, James Reilly, Adam Kamradt-Scott, and John Mikler.

All members of the Department are now located in Merewether. The move to the new building is planned for 2018. Space remains the final frontier.

The University appears to be moving to a four-year undergraduate degree. That will have implications for an honours program and also have consequences for the demand of international students. It will increase undergraduate teaching to fill-out the fourth and final year for all students. Curriculum changes and pressures can be anticipated.
To effect the memorandum of understanding with the Australian Institute of International Affairs, Professor Wight will create and chair a steering committee in cooperation with Dr Robert Howard of the AIIA.

The future of the Graduate School of Government is under review.

7. Chair of Committee report.
Michael Lambert congratulated Professor Wight on the completion of another year of enviable achievements in the Department. He underlined the importance of the alliance with the Australian Institute of International Affairs. See appendix (3) for photographs on the occasion of signing the memorandum of understanding.

The need to renew and maintain liaison with student societies was emphasized. Since the meeting Jackson has met with the incoming president of the Politics Society.

He indicated that in 2016 the Committee would engage in some strategic analysis of its situation and role together with Professor Wight. This would be initiated in the January-February period to provide a sound basis for discussion at the March meeting.

Michael Jackson reported that steps have been taken to offer this showcase again. It is scheduled for Tuesday 10 May, 6-9 p.m. Jeanie Douglass booked the date for the Committee.

It was noted that that is the night scheduled for the Commonwealth budget speech but after consultation with Ross Gittins it was decided to stick to that date.

Professor Wight stressed that the responsibility for Best and Brightest will be written into the portfolio for the IV Honours coordinator in the future, and that administrative assistance will be earmarked for it.

Dr. Gauja has indicated to Jackson that a good panel of students will be identified and recruited. The intention remains to ask Tim Mathews from the 2015 panel to take the chair.

The donor remains committed to funding the reception afterwards.

Dr Jackson will use the high school contact list of the Sydney University United Nations Society to invited schools to sent representatives to attend the night, meeting current students and staff. Dr. Jackson will look into establishing a Facebook Page for the showcase.

Jackson also reported on an approach from Dr John Romalis of the School of Economics about sharing in Best and Brightest in return for financial support.
It was agreed to further consider this matter and to invite Dr Romalis and others from Economics to attend in 2016.

    Affiliation of graduates with the Department on the Alumni Office data base still needs work. Together with Kate McFarlane, Jackson will keep after this. It is intended to use this list of affiliates to invite graduates to the Best and Brightest showcase.

10. There was no other business.

11. Members retired for end-of-year drinks with the Department just after 5 p.m.

12. Dates for 2016:
    31 March, 23 June, 8 September, and 15 December 2016.
    Each meeting will be from 4 – 6 p.m. in Merewether 397.
Appendix 1. Action Items linked to agenda items above.

4. Internships.
Jackson will continue liaison with Karen Walker.
Members invited to provide any suggestions on the program to Michael

5. ‘World Politics.’
The Department will advertise the program.
David Smith and Gorana Grgich will liaise with Jit Loh in the Register’s
department to publicize the course to the appropriate students.
Gorana to draft a brochure.
Arrangements to be made for a mail out to public and private high schools.

7. Chair of Committee’s Report.
   Student Societies. Renew contacts.
   Assist in coordinating the involvement of AIIA and the Politics Society in the
   Lambert, Jackson, and Wight will initiate a strategic analysis of the role and
   nature of the committee in the future.

8. Best and Brightest.
Professor Wight and Jackson will transfer responsibility to the Department
with 2016 being the transitional year: Jackson
Jackson will invite schools to sent representatives to Best and Brightest 2016.

9. Alumni. With Kate McFarlane, Jackson will continue to affiliate graduates
    on the Alumni database.

Appendix 2. Internship.
Attached in a separate pdf.

Appendix 3. Australian Institute of International Affairs.
Attached in a separate pdf.
Overview
The University of Sydney's Faculty of Arts and Social Sciences (FASS) internship-for-credit program is a new faculty wide initiative with internships for final year undergraduate students commencing Semester 1, March 2016. FASS students are equipped with skills and abilities directly applicable to any workplace. These skills include high-level critical thinking, research, analysis, communication, presentation and problem solving. Employers in all industries find these attributes highly desirable when recruiting graduates.

Why the University of Sydney’s Undergraduate Internship Program?
Internships are viewed by government, NGO and private organisations as part of their graduate recruitment and professional development strategies by gaining access to the brightest and the best of students. In order to provide our host partners with outstanding students we base our competitive selection criteria on the following: students’ academic ability (credit average), high levels of motivation, strong communication skills, leadership potential and active in university/community activities.

How Do Internships from Australia’s Leading University Benefit Employers?
- Interns are a public relations agent for future recruiting and hiring efforts by sharing positive internship experiences with their classmates.
- Interns are highly motivated pre-professionals who increase workforce diversity.
- Interns bring new perspectives, enthusiasm and fresh ideas to the organisation.
- Access to final year students who are looking to start off their careers.
- Quality candidates for project based work or assisting more experienced employees.
- Proven, cost-effective way to evaluate potential employees - “try before you buy”.
- Interns are studying at a faculty that is ranked 20th of the world’s top 100 universities for arts and humanities by the Times Higher Education World Rankings (2015).

The FASS internship program offers a professional work placement for a maximum of 2 days per week for 10 weeks during semester. The internship includes a minimum 120 hour placement and a number of workshops that will see the students work-ready prior to the commencement of their internship.
Sample Tasks Undergraduates Can Provide For Their Host:

- Conducting research e.g. public policy, competitor analysis and statistics
- Deciphering large amounts of data and writing a concise report on the outcome
- Conducting studies and surveys
- Developing and managing website content
- Produce effective persuasive writing
- Undertaking market research and analysis
- Generating financial forecast and cost recovery reports
- Understand human nature and its variations
- Developing social media engagement

The FASS intern will be able to develop familiarity with your organisation's culture while applying their academic learning in real life situations. Interns will gain exposure to workplace communication, business processes and networking as well as developing interpersonal skills. In addition, interns will gain a competitive advantage in the graduate employment market by developing national and global connections in their chosen profession.

What is the Internship Host's Role?
The primary objective is to provide the intern with a planned, supervised work experience extending their skills in practical workplace settings that will enhance their academic learning. We ask the hosts to provide at least one mentor/supervisor who will offer relevant and challenging work environment with a demonstrated commitment to safe working practice. In order to assist in the success of the internship experience we ask the supervisor to:

- Assist the intern with a placement outline plan (learning objectives) prior to the start of the internship
- Organise and participate in an on-site visit
- Complete a performance evaluation at the end of the placement

The Most Common Study Areas Within the Faculty of Arts and Social Sciences are:

- History
- English
- Government & International Relations
- Economics
- Digital Cultures
- Sociology
- Philosophy
- Anthropology
- Industrial Relations and Human Resource Management
- Political Economy

Key Points to Remember:

- Internships are unpaid
- Internships are a highly successful recruitment tool
- Insurance is covered by the University of Sydney
- Access to bright, highly motivated final year students from an institution recognised internationally as one of the top universities in the world for arts and humanities by the Times Higher Education World Rankings (2014-15)

For more information
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