



Internship Coordinator: Emily Torresan

Office: WSSB 2150

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Office Hours: TBD

Course Description

This is an academic internship course (0.5 credit) designed to provide students with an opportunity to apply their skills and knowledge through a paid or unpaid work experience (minimum of 140 hours). Students may pursue an internship within an approved institution or industry relating to their module within the Faculty of Arts & Humanities.

Pre or Co-requisite(s)

Prerequisite(s): Registration in the third or fourth year of either a Major or Specialization within the Faculty of Arts and Humanities, with a cumulative average of at least 70% and no failures. Approval of the Department and Dean's Office of the Arts and Humanities.

Students must also complete the following mandatory preparatory requirements:

- Attend a **Career Fundamentals workshop** that will address cover letters, resumes, and interview skills (in-person and online offerings available; visit <http://artsintern.uwo.ca> for more information)
- Attend a **resume/cover letter review** session with a Career Profile Advisor (in-person and e-advising offerings available; visit <http://werc.uwo.ca> for more information)

Course Objectives

Upon successful completion of the academic internship, the student will be able to:

- Understand how knowledge and skills gained through their academic program of study can be applied within a professional workplace environment
- Develop new knowledge and understanding to facilitate connections between theory and practice
- Demonstrate gains in personal development (e.g., heightened self-awareness, citizenship, understanding of work and personal values, career and professional development, etc.)
- Identify opportunities in their discipline and see connections between other areas of study
- Articulate transferable skills and career competencies
- Identify areas for future knowledge and skill development

Learning Outcomes

Learning outcomes will be identified and agreed upon by the student, Internship Supervisor, and Internship Coordinator at the start of the internship (see "Internship Activities" for more details).

Internship Activities

The student will participate in a number of structured activities aimed to enhance the work experience and contribute towards the student's learning. Internship activities include the following:

1. **Internship Agreement:** Prior to the start of the internship, the student will meet with the Internship Coordinator to sign an Internship Agreement form.
2. **Learning Outcomes:** At the start of the internship, the student will complete a Learning Outcomes activity in a collaborative manner with the Internship Supervisor.
3. **Mid-Point Reflection:** At the mid-point of the internship, the student will complete a Mid-Point Reflection activity designed to check in on the student's progress at the internship site.
4. **Final Self-Assessment:** At the end of the internship, the student will complete a Final Self-Assessment activity that will guide reflection on the internship experience.
5. **Final Report:** At the end of the internship, the student will submit a Final Report (see "Evaluation" for grading parameters).

Once each activity is completed, please submit to the Internship Coordinator (ahintern@uwo.ca).

In addition to the internship activities, the Internship Coordinator will conduct a mid-point site visit to check-in with the student and Internship Supervisor. At the end of the internship, the Internship Supervisor will complete and submit a Final Evaluation to the Internship Coordinator.

Evaluation

Students must successfully complete **all** internship activities noted above.

At the end of the internship experience, the student will submit a Final Report that will be graded Pass/Fail by the Associate Dean of the Faculty of Arts & Humanities.

The report requirements can be found in the document entitled "Final Report".

Plagiarism

Students must write their essays and assignments in their own words. Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com <http://www.turnitin.com>.

Code of Student Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Requesting Academic Accommodation

[Student Accessibility Services](#) plays a central role in Western's efforts to ensure that its academic programs are fully accessible to all students. If you require disability related academic accommodation for your course or program activities, please contact Student Accessibility Services to arrange an appointment to discuss your options as soon as possible. Student Accessibility Services can be reached at 519-661-2147 or ssd@uwo.ca.

Due to the varied nature of internship, co-op, and practicum placements, classroom and exam accommodations may not be extended to these placement sites. Please see Student Accessibility Services for assistance in making appropriate accommodation arrangements if required.

Non-Discrimination and Harassment

Western is committed to providing a working and learning environment that is free of discrimination and harassment. Students are encouraged to be familiar with the University's policy and procedures (links provided below), as well as those of the internship site. A student who believes that he or she has been subjected to discrimination and/or harassment, should immediately report his or her concerns to Western's Equity & Human Rights Services. Visit www.uwo.ca/equity for more information.

Western's Non-Discrimination/Harassment Policy:

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf

Western's Non-Discrimination/Harassment Procedures:

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135_procedure.pdf

Confidentiality

Students have a primary responsibility to respect client confidentiality and safeguard verbal and written information obtained during the course of their internship. Students are encouraged to discuss the specific confidentiality policies of their site with the internship supervisor.