Western SocialScience

SOCIAL SCIENCE INTERNSHIP PROGRAM

SS 3994 – Internship
Course Information and Outline
2022 - 2023 Academic Year

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Office Hours: Please email to set up an appointment

Welcome to the Social Science Internship Program. Please read the enclosed information carefully, as it will outline the course dates, assessment, and other important information.

Course Description

This is an academic internship course (1.0 credit) that provides a practical learning experience through a minimum 8-month internship with a government, private sector or non-governmental organization. Admission is competitive. Students will write a final report on work undertaken.

Pre or Co-requisite(s)

Prerequisite(s): Permission of the Faculty of Social Science. Applicants must have an average of at least 70% and be enrolled in a Social Science Honors Specialization, Specialization or Major module and be registered in third year* of a 20 credit degree program.

Students must also complete the following preparatory requirements:

- Complete the **Career Fundamentals workshop(s)** that will address cover letters, resumes, and interview skills (in-person and online offerings available; contact the Experiential Learning Coordinator for more details)
- Attend a **resume/cover letter review** session through the Western Employment Resource Centre (virtual feedback and e-advising offerings available; visit http://werc.uwo.ca for more information)

*Special Students should consult Academic Counselling about their eligibility.

Course Objectives

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

- Apply knowledge and skills gained through their academic program of study can be applied within a professional workplace environment
- Identify areas of personal development (e.g., heightened self-awareness, citizenship, understanding of work and personal values, career and professional development, etc.)

- Develop transferable skills and career competencies
- Identify areas for future knowledge and skill development

Internship Activities

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

1. **Internship Agreement**: Prior to the start of the internship, the student will meet with the Experiential Learning Coordinator to sign an Internship Agreement form.
2. **Mid-Point Reflection Call**: At the mid-point of the internship, the student will complete a Mid-Point Reflection Call designed to check in on the student's progress at the internship site. The Experiential Learning Coordinator will arrange a date with each student. The Relationship Developer will conduct a mid-point call with the Internship Supervisor.
3. **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.
4. **Final Assignment (Report, Video Presentation or Blog)**: At the end of the internship, the student will submit a Final Assignment (see "Final Assignment" document for guidelines and rubric).
5. **Presentation**: Complete a 5-minute presentation to a class in your department of study.

Once each activity is completed, please submit to the Experiential Learning Coordinator through the SS 3994 OWL project site.

6. **Final Performance Evaluation**: At the end of the internship, the Internship Supervisor will complete and submit a Final Performance Evaluation to the Relationship Developer.

Evaluation

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

Deadline for the Final Self-Assessment and Final Assignment by work term end date:

Spring 2022: Friday, April 28, 2023 at 11:59PM

Fall 2022: Sunday, September 4, 2022 at 11:59PM

The final assignment guidelines are outlined in the "Final Assignment" document in OWL.

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 behaiour 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.