



MRPE 9700 - Internship Course (Fall and Winter terms 2020-2021, every other week)

COURSE OUTLINE

Instructors:

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Classes:

Every other Friday, 9 :30 AM – 12 :30 PM in Social Science Centre (SSC), room 6210
(with social distancing) starting September 11.

Course overview.

The internship course will be held bi-weekly through the fall and winter terms, providing hands-on experience for the professional development of students. Students in this program are being trained to conduct social science research for practical applications in a variety of settings, including in government, not-for-profit, and private sectors. Thus, in addition to training in research and communication skills provided in other courses, students in this course will be provided with professional skills for a variety of workplaces.

The course is organized around the following six topics:

- 1) Equity, Diversity & Inclusion as the general framework the course will use as a lens for considering all the other topics and actions.
- 2) The Pre-Application stage, which is focused on understanding our own expectations, talents, and preferences, and being able to analyze the gaps we need to bridge in order to be competitive for desired positions.
- 3) The Application stage, which focuses on the identification of relevant job postings and preparation of the required documents that will be needed to apply for positions.
- 4) The Job Interview stage, where the focus will be on the first and second interview, how to prepare for them, communication style, etc. and the salary negotiation when the employer's offer arrives.
- 5) The First Day/Week/Month/Year at work, related to the organizational culture and communication style for different types of colleagues and co-workers.



- 6) Boosting your career, with a focus on skills, degrees, certifications, horizontal/vertical shifts, etc. to boost your career, decide if and how to move to another position, job, or industry, and set your professional goals.

Course format and resources.

Each topic will be covered in two classes, following this general structure:

First Class:

- In-class discussion based on the required readings and other materials (videos, etc.), presentations from the students and sharing of their own experiences, and discussion with the instructors.
- Preparation of a product (e.g., EDI action plan, resume, the outline of career goals) with instructors' support, and sending of the products to the Guest Speaker(s).
- If needed, homework between classes to prepare for the class with the Guest Speaker(s).

Second Class:

- Guest Speaker(s)' presentation on specific topics as discussed with instructors (e.g., what recruiters want to see/not see on a resume), plus feedback from the Guest Speaker(s) on the products received from the first class (e.g., resumes).
- Finalization of the products by the students, with instructors and Guest Speaker(s)' support (if applicable).

All the lecture materials and resources (slides, readings, Guest Speaker presentations, etc.) will be posted on the course OWL site following each lecture. Required readings and other materials will be available online or will be directly provided by the instructors.

Course work and evaluation.

In this course, we will dedicate most of the time to discussion and debate about the specified topics. To do so, students are required to actively participate in the discussion with contributions from their personal experiences, the acquired knowledge from readings and resources shared by the instructors or autonomously identified (such as journal and newspaper articles, TED talks, infographics, etc.), and the insights provided by the Guest Speakers.

Some homework might be necessary to prepare materials and questions for the Guest Speakers. This work will be supported by the instructors through the OWL website and the functions Forum and Chat.

Individual as well as group works will be assigned to cultivate teamwork skills but also to let students pursue the topics of their own interest.



The evaluation for this course is pass/fail. To pass, students are required to actively participate in at least 75% of the classes, take part in the class discussions and conversations on the OWL website (Forum and Chat), demonstrate knowledge of the assigned class materials (readings, videos, etc.), and prepare products for their professional careers as we will discuss in class and with Guest Speakers (such as the resume, the preparation of a simulated job interview, etc.).

Quick Course Schedule

| Class | Date | Contents |
|---|-------------|--|
| Class 1 | Sep. 11 | First class Equity, Diversity and Inclusion |
| Class 2 | Sep. 25 | Second class Equity, Diversity and Inclusion, with Guest Speaker(s) |
| Class 3 | Oct. 9 | First class Pre-Application stage |
| Class 4 | Oct. 23 | Second class Pre-Application stage with Guest Speaker(s) |
| <i>Nov. 2-8 Reading Week</i> | | |
| Class 5 | Nov. 13 | First class Application stage |
| Class 6 | Nov. 27 | Second class Application stage with Guest Speaker(s) |
| Class 7 | Dec. 4 | Recap class and open discussion |
| <i>Dec. 11-22 Mid-year Exams</i> | | <i>N/A</i> |
| <i>Dec. 23-Jan. 3 Holidays</i> | | |
| Class 8 | Jan. 15 | First class Job Interview stage |
| Class 9 | Jan. 29 | Second class Job Interview stage with Guest Speaker(s) |
| Class 10 | Feb. 12 | First class First day/week/month/year at work |
| <i>Feb. 13-21 Reading Week</i> | | |
| Class 11 | Feb. 26 | Second class First day/week/month/year at work with Guest Speaker(s) |
| Class 12 | Mar. 12 | First class Boosting your Career |
| Class 13 | Mar. 26 | Second class Boosting your Career with Guest Speaker(s) |
| <i>Apr. 8-30 Final Exams</i> | | <i>N/A</i> |



Important Policies

Standards of Professional Behaviour

It is the responsibility of all of us in this class to adhere to and promote standards of professional behaviour that support an effective learning environment. These include:

- **Respect for others** both in and out of the classroom through words and actions (be professional, fair, and respectful in interactions with people on-line and in-person; understand and respect differences among classmates and colleagues; avoid disrupting the learning environment; respect others' expectations of confidentiality and privacy)
- **Active engagement in learning** and commitment to quality (being prepared for classes; participating and listening actively to others; using technology and social media appropriately, striving to do your best)
- **Personal integrity** (following through on commitments; doing own work)

Discrimination and Unconscious Bias

1. **Zero-tolerance** for discrimination. We encourage students to “call out” comments or content that may be marginalizing, oppressive, or discriminatory. If students are uncomfortable raising concerns in class, please speak to us immediately about any discriminatory conduct.
2. **Unconscious/implicit bias.** We all have unconscious biases. Yes, everyone! Our brains unconsciously process huge amounts of information without us even being aware of it. This can include snap judgements about people we meet and situations we encounter. People have unconscious preferences for people who are similar to them and situations that are familiar. This unconscious bias can exclude, marginalize, and discriminate against minorities. We should do what we can to combat unconscious bias.
 - o **Here is some additional information and tips to combat unconscious bias:**

§ <https://www.youtube.com/watch?v=GP-cqFLS8Q4>

§ <https://www.youtube.com/watch?v=kKHSJHkPeLY>

Students should also be aware of the **UWO Student Code of Conduct** found at <https://www.uwo.ca/univsec/pdf/board/code.pdf>

What do you need?

What do you need to work at your best? Please let us know how we can help you. Western provides a number of resources for students who need accommodation or who are having mental health challenges (see below) but we encourage students to speak to us if there is anything we can do to improve their learning experience.



Digital Student Experience

Students should also consider checking out the Western University Digital Student Experience website for additional information about online learning

<https://www.uwo.ca/se/digital/>.

Course Attendance Requirements:

In a graduate seminar, attendance and active participation is the only way we can learn together and from each other. Attendance at all seminars is therefore optimal. However, because we understand that medical and other unexpected impediments to participation occur, we are requiring that students in this course attend a minimum of 75% of the class meetings for this course. A passing grade in the course cannot be obtained without meeting this attendance requirement.

Policies for Assignment Deadlines:

As you are taking classes in a professional program, it is always good practice to “simulate” expectations you would find in professional environments. We therefore urge you strongly to work in a way that allows you to meet all your assignment deadlines, as you would in a job in which you have to produce deliverables on time. That said, we live in strange and uncertain times. Thus, if you have to miss the due date for an assignment due to illness or for any other unforeseen reason, please notify us as soon as possible. We can then work out extensions as needed.

A Note on Plagiarism:

Students must write their assignments in their own words. Whenever students take an idea 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 scholastic offence (the Scholastic Offence Policy can be viewed in the Western Academic Calendar).

Policy on Accommodation for Medical Illness

Western’s policy on Accommodation for Medical Illness can be found at

www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

Students must see the Academic Counsellor and submit all required documentation in order to be approved for certain accommodation:

http://counselling.ssc.uwo.ca/procedures/medical_accommodation.html



Accessibility Options:

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519 661-2111 x 82147 for any specific question regarding an accommodation.

Scholastic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

Mental Health

Students who are in **emotional/mental distress** should refer to Mental Health@Western (http://uwo.ca/health/mental_wellbeing/index.html) for a complete list of options on how to obtain help.

Compassionate Grounds

Serious Illness of a Family Member: Inform your instructor as soon as possible and submit a medical certificate from the family member's physician to your home faculty's Academic Counseling office.

In Case of a Death: Inform your instructor as soon as possible and submit a copy of the newspaper notice, death certificate or documentation provided by the funeral director to your home faculty's Academic Counseling office.