



## Internship – AH 3000A/B/Y Course Information and Outline

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### COURSE DESCRIPTION

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

Students must work at minimum of 120 hours for a 0.5 academic credit and may count a maximum of two 0.5 internships.

### PRE- OR CO-REQUISITE(S)

From the Senate: “Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

### Prerequisites:

- Registration in the third or fourth year\* of either a Major or Specialization in the Faculty of Arts and Humanities with a cumulative average of at least 70% and no failures or any academic offenses.
- Approval of the Department and Dean’s Office of the Arts and Humanities.

\* Year 2 students can apply in the Fall term. Year 4 students who plan to graduate in the summer may not be eligible and should consult Academic Counselling about their eligibility. Special Students should consult Academic Counselling about their eligibility.

### Application Process and Requirements:

Students must apply for the FAH Internship Program through [Western Connect](#).

Once accepted, the following Internship Preparation MUST be completed before the internship begins:

- **Career Fundamentals:** Complete 4 [Career Fundamentals for University Students](#) modules (“Developing a Resume and Cover Letter,” “Interview Skills,” “Job Search Skills,” and “Career Decision Making”) in OWL.

- Certificate of completion must be uploaded to the Arts & Humanities Internship OWL site under 'Drop Box' (each student will be added to the OWL site after their application is approved on Western Connect).
- **CliftonStrengths:** Complete the [CliftonStrengths for Students Assessment](#). To access the assessment, [click this link](#) and click "Take the Assessment." Download your Top Five Strengths report and upload a screenshot to the OWL Drop Box.
  - After your assessment, complete the 3 online CliftonStrengths modules "Introduction to a Strengths-Based Approach," "Exploring Your Unique Top 5 CliftonStrengths," and "Leveraging Your CliftonStrengths at Western." [Access all 3 modules here](#). Take screenshots of the certificate of completion and upload them to the OWL site Drop Box.
- **Application Review:** Read the materials sent by the Internship Coordinator about how to write an effective cover letter and resume. Then, have your resume and cover letter reviewed by a Career Profile Advisor (CPA) at [Western's Employment Resource Centre \(WERC\)](#). You may either visit in-person appointment (the hours and location are listed [here](#)), or you can send your cover letter and resume to [werc@uwo.ca](mailto:werc@uwo.ca).
  - If the review is done in person, ask the CPA to sign these documents, listing their name and date of review, and upload a digital version to the OWL site Drop Box. If you submitted your materials to [werc@uwo.ca](mailto:werc@uwo.ca), take a screenshot of the email sent by the CPA with your Assessment Checklist and upload it to the OWL site Drop Box.
  - Note! We highly recommend that you incorporate your top five CliftonStrengths into your resume and cover letter.

### Recommended:

We strongly recommend that students:

- Participate in relevant **workshops** offered through Careers & Experience. For offerings, go to the [Events and Workshops](#) page on Western's [Career Education](#) website.
- Complete **interview preparation** using [Interview Warmup](#) or Western's [Interview Prep](#) to get more comfortable with the interview process.

The FAH Internship Coordinator will review the application and confirm that the student is eligible and has completed the requirements.

### COURSE OBJECTIVES

Upon successful completion of the academic internship, the student will:

- Understand how knowledge and skills gained through their academic program of study can be applied in a professional workplace environment.
- Develop new knowledge and understanding to facilitate connections between theory and practice.
- Demonstrate gains in personal development, such as 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.

### **FINDING AND APPLYING FOR AN INTERNSHIP**

Once accepted into the internship program, the student can find and apply for internships in Western Connect.

The student can also find internship opportunities on external sites, such as LinkedIn, Monster, and Indeed. However, to count a student-found internship for academic credit, the student must email or book an in-person meeting with the [Internship Coordinator](#) well before the start date to get the internship approved.

Learning outcomes will be identified and agreed upon by the student in consultation with the Internship Supervisor at the start of the internship. See the “Internship Activities” section, below, for more details.

### **Fees**

Students are required to pay a \$125 administrative fee for all internships found through Western Connect. The fee is waived if the student finds their own internship.

The internship course counts as an academic credit and thus the standard fee for a 0.5-credit course applies. The course fee is payable when the student registers in the course.

### **INTERNSHIP ACTIVITIES**

If approval for the internship is given, the student will complete the required agreements and a few structured activities aimed at enhancing the work experience and contributing to the student’s learning. The internship agreements and activities include the following:

1. **Student and Internship Partner Agreement:** the supervisor completes this agreement which defines and gives the details of the internship and outlines the student’s and internship supervisor’s responsibilities throughout the duration of the internship. The student and Internship Coordinator review and sign it.
2. **Internship Agreement:** the student and supervisor review and sign this agreement which explains the purpose of an internship and outlines the responsibilities of the student, the internship supervisor, and the Internship Coordinator.
3. **Learning Outcomes:** at the start of the internship, the student defines the learning outcomes and goals of the internship in a collaborative manner with the Internship Supervisor.

4. **Midpoint Check-In:** Halfway through the internship, the student will complete a Midpoint Check-In form as a review of their progress in the internship to date. The supervisor also completes a midpoint check-in.
5. **Final Report:** At the end of the internship, the student will submit a Final Report in which they reflect on their experience and personal and professional development. See the “Evaluation” section, below, for the grading parameters. The supervisor also completes a **Final Evaluation** of the student’s performance.

The Internship Coordinator sends the Midpoint Check-In and Final Report forms to the student and the Midpoint Check-In and Final Evaluation forms to the Internship Supervisor.

Once each activity is completed, please submit it to the Internship Coordinator at [ahintern@uwo.ca](mailto:ahintern@uwo.ca).

## **EVALUATION**

Students must successfully complete all the 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 Internship Coordinator. The Final Report form and the submission deadline will be communicated to the student by the Internship Coordinator.

Students must write their Midpoint Check-In and Final Report in their own words.

## **Citing Sources**

Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by citing their sources. All bibliographic notations must use the MLA method of parenthetical notation and include a Works Cited page. For more information, consult the *MLA Handbook*, 8<sup>th</sup> or 9<sup>th</sup> ed. (some information on the MLA method can be found in the [Purdue Online Writing Lab](#)).

AI programs, such as ChatGPT, may not be used to generate content for your check-in and report. The use of such programs will be considered an academic offence. Please see the statement about AI in the next section.

## **PLAGIARISM**

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence.” See the University Secretariat’s “[Rights and Responsibilities](#)” webpage in the PDF “[Scholastic Discipline for Undergraduate Students](#).”

The Senate continues, “Plagiarism and other scholastic offences will be prosecuted to the fullest extent that university regulations allow. In its academic calendars, Western University defines plagiarism as “The act or an instance of copying or stealing *another’s words or ideas* and attributing them as one’s own” (emphasis added). Plagiarism includes, but is not limited to, the unauthorized use of AI tools such as ChatGPT to create content that is submitted as one’s own.

In this course, students are permitted to use AI tools exclusively for information gathering and preliminary research purposes, but it is essential that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize and develop their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration; however, students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism. Assignments should reflect the student’s own thoughts and independent written work.

“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>).”

All instances of plagiarism will be reported to the Faculty of Arts & Humanities’ Associate Dean, Academic. Proven cases of plagiarism will result in a failure for the course.

If you are not sure what plagiarism is or what constitutes an academic offence, *ask!* The university assumes that all students have read “[Scholastic Discipline for Undergraduate Students](#)” and are thus knowledgeable about academic integrity. Remember, ignorance is no excuse.

### **CODE OF STUDENT CONDUCT**

Students are bound by the [Western University Code of Student Conduct](#).

Section A, Article 1 of the Code states, “The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, 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.”

### **REQUESTING ACADEMIC ACCOMMODATION**

[Accessible Education](#) 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 Accessible Education at

519-661-2147 or [aew@uwo.ca](mailto:aew@uwo.ca) as soon as possible to arrange an appointment to discuss your options.

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 Accessible Education 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 [Non-Discrimination/Harassment Policy](#) and [Non-Discrimination/Harassment Procedures](#), as well as the policies and procedures of the internship site.

A student who believes that they have been subjected to discrimination and/or harassment, should immediately report their concerns to Western's [Human Rights Office](#).

### **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.