MOS Internship Program at King's

INTERNSHIP Course MOS 3490, 3491, 3492, 3493 & 3494
Internship: Planning, Practicum and Prospects Course Information and Outline
2022- 2023 Academic Year

Contact: School of Management, Economics, and Mathematics (MEM)

Office: Dante Lenardon Hall 123

Email: MOS Internship Coordinator

Office Hours: Please email to set up an appointment

Website: Internship Program - King's University College (uwo.ca)

Course Information

Academic Calendar Description:
A series of preparatory workshops prepares students for a practical professional learning experience. Using an application/interview process, students are selected for an 8-16 month work term in a sponsoring agency approved by the Department of Management and Organizational Studies. During the work term, students will complete an interim report, and following the work term, interns must complete a written report and oral presentation on work undertaken during the internship.

Prerequisite(s): Business Administration 2257, or MOS 2227A/B and 2228A/B, completion of 2nd year of BMOS Program with a minimum average of 70%, and participation in Preparation and Training Workshops. Approval of, and acceptance into, an internship work term.
Extra Information: 1.0 course, Pass/Fail.
Course Weight: 1.0

Breadth: CATEGORY A

Subject Code: MOS

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1. Course Design

The course is in four sections:

1. A preparatory component, including: information session, cover letter/resume writing, interview skills, business etiquette, etc. It is imperative that, in a highly competitive recruitment market, you, a King's MOS student, are not only able to demonstrate proficiency in technical/research areas, but that you also possess strong interpersonal skills and a basic understanding of business practices. Attendance of two classes is mandatory.

2. An 8-16 month internship placement. Performance review(s) will be submitted to the Internship Coordinator for review.

3. Following the internship placement, interns have the choice of submitting a written report focusing on the technical aspect of the placement, a video representing the work term or a letter written to a future internship student. Interns will also prepare an oral presentation. A pass/fail grade will be assigned based on performance review(s), as well as the oral and written presentation.

4. In addition, all interns will participate in general discussions of what they have learned during their internship placement including interview skills, action planning/goal setting, business etiquette, etc., and how these areas differ from one business setting to another. The goal of this component is to give interns the opportunity to learn from one another, how their skills are transferable between multiple settings and industries.

2. Overview

The Canadian Association for Internship Programs (CAFIP) defines an internship as "an extended period of time, typically 8 to 16 months of continuous duration, spent by a university student formally employed in a setting which provides work experience directly related to the student's academic program and career objectives."

Employers definitely see the benefits of hiring and training students with three years of academic education to take on major projects and responsibilities. Both students and employers may find that there is a good match of interests leading to a full-time job offer after graduation. Internship students are regarded as regular employees taking on responsibilities beyond the typical duties assigned to co-op summer students with a shorter work period.

3. Course Objectives

To provide students with industrial working experiences in fields such as Accounting, Finance, Human Resources, Supply Chain, and Marketing.

4. Performance Objectives

In order to achieve a PASS on this intern, students should submit a final report at the end of the internship term. School of MEM also carefully review supervisor's comments on the Work Performance of interns.

Returning interns are expected to participate information sessions (schedule by School of MEM at King's) by attending year three classes at the beginning of each academic year to speak to potential internship applicants.

The final evaluation of the student's performance is based on the above mentioned three components.

5. Methods of Evaluation

The following assignments and exams will constitute the total grade for the course. The grading will be based as given below:

Work Performance (written by the Supervisor)	PASS
Final Report from the Intern	PASS
Attending In-Class Scheduled Information	PASS

6. Course Information and Outline

1. Preparation [2021-2022 Academic Year]:
   - Attendance is **mandatory** for the Compulsory Workshop and the Information Session.
   - Meet with Internship Coordinator or Internship Assistant by appointment to review cover letter and resume.
   - Submit work permit by deadline communicated by Internship Coordinator (for International students only).
2. Internship Placement [2022-2023 Academic Year]:
   - Participate in mid-point site visit [TBD].
   - Submit Performance Evaluation(s) to Internship Coordinator by **SEPTEMBER 9, 2023 at 4:00 pm** via email (**MOS Internship Coordinator**).
3. Technical Report or Work Term Video or Letter to a Future Internship Student
   - Complete and submit written technical report, video or letter (choose **one**) by **SEPTEMBER 12, 2023 at 4:00 pm** to Internship Coordinator via email (**MOS Internship Coordinator**).
4. Presentation [**Fall 2023**]:
   - Attend meeting [TBD].
   - Set up oral presentation date by **September 16, 2023** with Internship Coordinator.

7. Course Dates

Date	Event	Details
Fall 2021	Introduction to the MOS Internship Program	Information Session
Fall 2021	Introduction to Cover Letters, Resumes, and Interview Skills	Workshop by Careers & Experience
Fall 2021	Resume Review	1:1 meeting with MOS Internship Coordinator or Internship Assistant

2022 - 2023 (dates will vary by contract)	Internship placement (8 - 16 months) Mid-point site visit	Students will start their internship between May 2022 - September 2023, and will return to full-time studies in September 2023 Students will organize a mid-point site visit with the Internship Coordinator
Sept 9, 2023 by 4:00PM	Submit Employer Evaluation Submit report, video, or letter	Employer Evaluation and choice of technical report, work term video, or letter to a future internship student are due by 4:00PM on September 9, 2023
Fall 2023	Welcome Back ZOOM meeting	Students will gather and initiate selection and planning of oral presentations
Fall 2023 (Sept - Oct)	Conduct in-class oral presentations for recruitment at King's	Students will complete their oral presentation requirement

8. Final Reports

<u>Technical Report</u>

- Your report will be 10-15 pages long, double-spaced.
- Do not forget to organize your report in an easy to read, logical format. You should craft an appropriate Introduction, Body and Conclusion. Please remember to use appropriate writing style, correct grammar and spelling!
- Your report must include the following:
  - o A brief overview of the company you worked for o A description of your work environment
  - o Technical description of the work you did, equipment that you worked with, projects that you contributed to, etc.
  - o Any technical calculations or technical knowledge gained

Please be advised that if there are issues of confidentiality or proprietary rights, please see the Internship Coordinator immediately. Alternate arrangements will be made.

Your report <u>may</u> include the following:
- A comparison of how well you were prepared for the workforce at the beginning of your internship vs. how well you feel prepared now.
- A discussion of how your course work affected the placement: Were there any specific courses that were useful to you? Are there courses that you would recommend be included in the degree? How do you think having completed an internship will help you in your final year at Western?
- Has the Internship placement changed your future career goals? How?
- Feel free to address specific Internship issues you may have faced or offer recommendations on the Internship Program.
- Photos of equipment, workspace or people on the job are encouraged.
  - o Note: The written portion of your report [excluding photos] must be 10-15 pages long.

Please be advised that we may request your permission to use excerpts from your report [including photos] for advertising purposes.

Work Term Video

- Prepare a 5-10 minutes video that represents your learning experience or a certain aspect of it.
- Prepare a short written description including information about the organization and your role.

Letter to a Future Internship Student

- Describe and reflect on your work experience by writing a letter to a future internship student to prepare them for a work term in the organization you just left.
- Include a description of the role and the company.
- Emphasize academic, professional and self-learning.
- Include advice on how another student might prepare for the workplace, how to navigate workplace culture, and how to make the most of their time on the job.
- Your letter should be 8-10 pages long, double-spaced.

Presentation

- You will give a 5-minute presentation to your departmental representative, Internship Program staff, students and/or faculty members.
- The presentation will be advertised throughout your department. We hope that your presentation will encourage other students to participate in the DAN Internship Program.
- Please advise the course coordinator whether you will require specific AV equipment [overhead projector, PowerPoint projector, slide projector, etc.] at the time of negotiating your presentation date.
- The presentation and technical report/video/letter should <u>not</u> be identical. You may wish to include in your presentation some of the same aspects as in your report, video or letter but in a brief format. You could talk about a typical day at work, what aspect of teamwork you enjoyed/disliked, what was the workload like on an annual cycle, what you expected vs. whether you had unique/interesting opportunities [travel, special presentations, collaborations, own office space, etc.] What did you learn to help clarify future career decisions? Has it helped clarify your career choice? Do you have a job offer already? Do you feel more confident about the job search now?
- The presentation will be graded on content [informative, interesting, etc], quality of the preparation and how well you answer questions.

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.

9. 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.

10. Support Services

- Students who are in emotional/mental health distress should refer to Mental Health@Western: http://www.uwo.ca/uwocom/mentalhealth/ for a complete list of options about how to obtain help.

- University Students Council provides many valuable support services for students (including the health insurance plan) http://westernusc.ca/services/.

- Information about Counselling and Student Development, including Services for Students with Disabilities at King's is available at http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/dean-of-students/

- For emotional/mental health assistance see: http://www.kings.uwo.ca/current-students/campus-services/studentsupport-services/personal-counselling/

- The web site for Academic Services at King's University College is http://www.kings.uwo.ca/currentstudents/academic-support/

- *The Policy on Accommodation for Illness is being revised for September 2019. Updated information will be posted to the Faculty Resource OWL*

- *Non-Medical Absences – This policy is currently being revised for September 2019. Updated information will be posted to the Faculty Resource OWL*

Course Outline Policies 2022-2023

1. **Accommodation, Illness Reporting, and Academic Considerations**

1a. Accommodation Policies
Students with disabilities work with Accessibility, Counseling, and Student Development at King's (at Western, Accessible Education) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: Academic Accommodation for Students with Disabilities.

1b. Academic Consideration for Student Absence
Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and each assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless otherwise noted on the syllabus.
Students are not able to use the self-reporting option in the following circumstances:
• for exams scheduled by the Office of the Registrar (e.g., December and April exams);
• absence of a duration greater than 48 hours;
• assessments worth more than 30% of the student's final grade;
• if a student has already used the self-reporting portal twice during the academic year.
If the conditions for a Self-Reported Absence (SRA) are NOT met, students will need to provide a Student Medical Certificate (SMC) if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.
Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences that are not covered by the Self Reported Absence Policy must be submitted to the Academic Counselling office of a student's home Faculty.
For the Western University policy on Consideration for Student Absence, see
Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs
and for the Student Medical Certificate (SMC), see
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

1c. Religious Accommodation
Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.
Course Outlines – Policies Statement (revised June 25 2021)

2. **Support Services**

• Accessibility, Counselling and Student Development at King's University College
• https://www.kings.uwo.ca/current-students/student-services/
• Students experiencing emotional or mental health distress can access services at King's University
College http://www.kings.uwo.ca/current-students/campus-services/student-support   services/personal-counselling/
• Mental Health@Western provides a complete list of options about how to obtain help:
https://www.uwo.ca/health/mental_wellbeing/
• Academic Support Services at King's University College: http://www.kings.uwo.ca/current   students/academic-support/
• University Students' Council offers many valuable support services for students, including the health
insurance plan: https://westernusc.ca/your-services/

3. **Statement on Use of Electronic Devices**

Use of Electronic Devices
Unless explicitly stated otherwise, you are not allowed to have a cell phone, or any other electronic
device, with you during tests or examinations.
Use of Laptops, Tablets, and Smartphones in the Classroom
King's University College at Western University acknowledges the integration of new technologies and
learning methods into the curriculum. The use of electronic devices – such as laptop computers,
tablets, or smartphones – can contribute to student engagement and effective learning. At the same
time, King's recognizes that instructors and students jointly share the responsibility to establish and
maintain a respectful classroom environment conducive to learning.
The use of electronic devices by students during lectures, seminars, labs, etc., shall be for matters
related to the course at hand only. Students found to be using electronic devices for purposes not
directly related to the class may be subject to sanctions under the Student Code of Conduct; see
https://www.kings.uwo.ca/current-students/student-affairs/code-of-student-conduct1/
Inappropriate use of electronics (e.g., laptops, tablets, smartphones) during lectures, seminars, labs,
etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of
electronic devices in these settings. In addition, in order to provide a safe classroom environment,
students attending in-person class sessions are strongly advised to operate laptops with batteries
rather than power cords.

4. **Statement on Academic Offences**

King's is committed to Academic Integrity.
Scholastic offences are taken seriously and students are directed to read the appropriate policy,
specifically, the definition of what constitutes a Scholastic Offence, is posted at
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf
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; see
https://elearningtoolkit.uwo.ca/tools/TurnItIn.html
Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity
review by software that will check for unusual coincidences in answer patterns that may indicate
cheating.
Course Outlines – Policies Statement (revised June 25 2021)

5. **Copyright re: Course Material**

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member. Similarly, students own copyright in their own original papers and exam essays. If a faculty member is interested in posting a student's answers or papers on the course web site, he/she should ask for the student's written permission.

6. **Use of Recordings**

Remote learning sessions for this course may be recorded. The data captured during these recordings may include your image, voice recordings, chat logs, and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals under special circumstances. Please contact the instructor if you have any concerns related to session recordings. Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

7. **Remembrance Day Policy**

Two minutes of silence observed on November 11 at 11 am throughout the university and that, where this is not possible, two minutes of silence be observed between 11 am and 12 noon. Students are permitted to be absent from class to attend Remembrance Day Services, provided the instructor is informed in advance of the intended absence.

8. **Statements Concerning Online Etiquette**

If some components of this course involve online interactions, to ensure the best experience for both you and your classmates, please honour the following rules of etiquette:
• Please "arrive" to class on time.
• Please use your computer and/or laptop if possible (as opposed to a cell phone or tablet).
• Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material.
• To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak (unless directed otherwise).
• In order to give us optimum bandwidth and web quality, your instructor may ask you to turn off your video camera for the entire class unless you are invited to speak.
• Please be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable.
• Unless invited by your instructor, do not share your screen in the meeting.
The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:
• If you wish to speak, use the "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question.
• Remember to unmute your microphone and turn on your video camera before speaking.
• Self-identify when speaking.
• Remember to mute your mic and turn off your video camera after speaking (unless directed otherwise).
General considerations of "netiquette":

Course Outlines – Policies Statement (revised June 25 2021)
• Keep in mind the different cultural and linguistic backgrounds of the students in the course.
• Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
• Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. "Flaming" is never appropriate.
• Be professional and scholarly in all online postings. Cite the ideas of others appropriately.
Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Student Code of Conduct.

9. **Contingency Plan for an In-Person Class Pivoting to 100% Online Learning**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e. at the times indicated in the timetable) or asynchronously (i.e. posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor