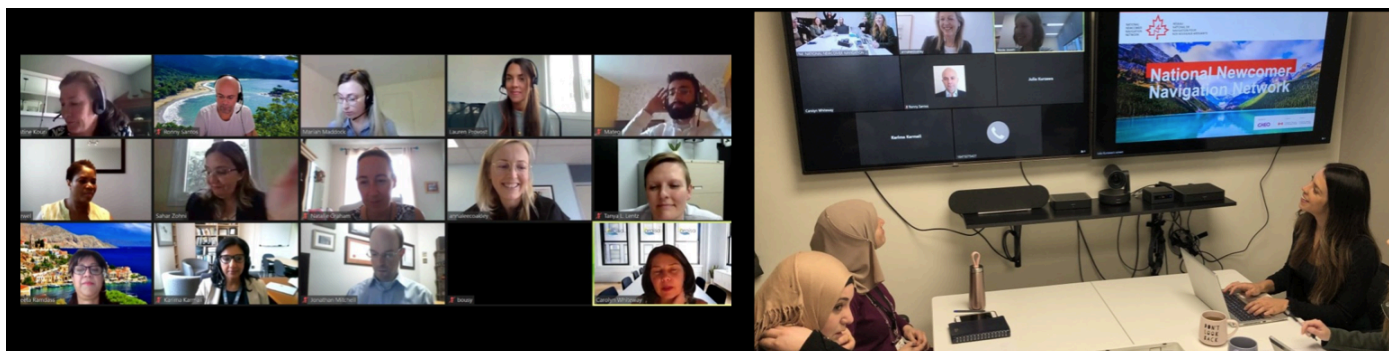




International Placement

GINS 3900/3901 Fall 2021



Format: Online **Professor:** M. Steckley **Email:** marylynn.steckley@carleton.ca

COURSE OVERVIEW: Confucius told us centuries ago, “I hear and I forget. I see and I remember. I do and I understand.” This course is grounded on that very principle. In this class, you have the privilege of gaining work experience that engages with the “international” in a virtual, online setting. You will carry out your placement with a community partner, and embark on a journey of experiential learning - each of you with a different organization- but all with an overarching goal to make a meaningful contribution to the organizations, people and communities with which you will engage.

LEARNING OBJECTIVES

1. To acquire discipline, and job specific learnings, and work experience.
2. To build autonomy, confidence, and skills in self-direction.
3. To build awareness, flexibility, and tolerance for ambiguity.
4. To be able to independently, and critically reflect on the impact of your international learning experience including articulating key contributions, new skills, and learnings.

FORMAT, EVALUATION, AND TIMING: This is a virtual experiential learning course, all assignments will be submitted through Brightspace. Since each student has unique placement dates, your assignment deadlines will correspond to your specific placement dates. You must provide your placement start and end dates, and due dates on our class Google Sheet. Calculate your due dates by determining your start date, and end date of your placement. This does not need to be exact, but should be within 2-3 days of your placement “end date point.” For example, if your placement begins on September 15th and ends on December 2nd you might select an End of Term Reflection deadline between December 7th-10th.

EVALUATION

1. **Placement Objectives Statement**..... 15%
 - Due 2 Weeks after the start of your placement
2. **Student Self Assessment Report** 15%
 - Due the last of your placement, or by December 10th (whichever comes first)
3. **Workplace Supervisor Report** 50%
 - Due the last of your placement, or by December 10th (whichever comes first)
4. **End of Term Reflection**..... 20%
 - Due one week after the last of your placement, or by December 10th (whichever comes first)

A NOTE ON COMMUNICATION: I am eager to help you with any problems you might have with the course. If you have questions about the class please use our Brightspace Q&A forum. My preference for in-depth thematic and content-related questions is for a meeting (by phone). I will do my best to answer promptly. I do not read email on weeks or statutory holidays.

COURSEWORK

1. PLACEMENT OBJECTIVES STATEMENT (15%)

- Due to Brightspace by 11:59pm by the end of the second week of your internship. For example, if you start your internship on a Tuesday, the Placement Objectives Statement will be due 2 weeks from that date.
- 500-700 words (MAX), 12pt, Times New Roman Font, 1" margins, submitted as a pdf to Brightspace.
- Enter your Placement Objectives Statement deadline (2 weeks from start date) on our [Google Sheet](#).
- Late Policy: No extensions will be granted. Deductions of 10% per day begin immediately after the deadline indicated on class [Google Sheet](#). Assignments will not be accepted if they are more than seven days late. Assignments will not be accepted by e-mail.

STEPS: At the start of your placement, you are expected to meet with your supervisor to establish a collaborative understanding of your job description, learning objectives, and work expectations for your particular placement. You should also review the Workplace Supervisor Report Form together so that you are both prepared for your final assessment. After this, you are expected to reflect to do the following:

1. **Meeting with Supervisor:** Provide the date of your meeting. Identify whether you discussed your position, learning objectives, and work expectations, and the Workplace Supervisor Report Form.
2. **Job Description:** Write a 125-150 word job description: what is your job title? What are your expected daily tasks? What are the expected outcomes of your work? What themes/topics will you be working on? What sector will you contribute to and be working in (ie. business, industry, communications)? Please remember that this is meant to be a generic job description, but should be specific to your position. This should be professional in tone, as you would see on a job board. You should not use personal pronouns, or describe work from a personal lens.
3. **Placement Goals Statement:** Write a 200-300 word description about your hopes for this placement. What do you hope to learn? In what areas would you like mentorship? Please comment on both your personal goals, and your ambitions for professional growth.
4. **Placement Contributions Statement:** Write a 100-200 word description about your commitments to this placement. What will you bring to the placement? Please consider both your talents, concrete skills (ie. good at graphic design, or interviewing, advocacy, or data analysis), and your soft skills (ie. interpersonal and listening skills, leadership skills, or communication skills). How will you bring your best self to your placement through your skills? Please also consider and anticipate how you will respond to tension, or friction. How will you approach feedback or criticism? How will you handle yourself when you disagree with a colleague? How will you cope with the virtual learning environment and time management?
5. **Signatures:** After you have written your Learning Objectives Statement, review, and discuss with your supervisor. Once you have both signed the document, you are ready to submit.

Placement Objectives Statement Marking Guide

Meeting with Supervisor	10
Job Description: Clear, comprehensive and includes job title, description of work, daily tasks, and outcomes. Written in top-quality, <u>as on a job board</u> (ie. <u>no</u> personal pronouns)	25
Placement Goals Statement	25
Placement Contributions Statement:	20
Writing: Organization, spelling, grammar, formatting	10
Signed by Student & Supervisor	5
Mechanics: Accurate file name accurate, includes Title, Student Name, Course Code. PDF form.	5
Total (10% of Final Grade)	100%

2. WORKPLACE SUPERVISOR REPORT (50%)

- Due to Brightspace by 11:59pm on your last day of placement or December 10th, whichever comes first
- Use the Workplace Supervisor Report Template on Brightspace
- Enter your deadlines on our [Google Sheet](#).
- Late Policy: No extensions will be granted. Deductions of 10% per day begin immediately after the deadline indicated on class [Google Sheet](#). Assignments will not be accepted if they are more than seven days late. Assignments will not be accepted by e-mail.

At the end of your placement, your supervisor is expected to evaluate your performance, using the form Workplace Supervisor Assessment Form. You must meet with your supervisor to discuss the evaluation. This is an exciting opportunity to learn (and take note of!) what you did right. Remember to make notes so that you can use the report to bolster your final reflection. This final meeting will also allow you to ask your supervisor about the ways that you might improve your work in the future. I encourage you to take this as a learning experience that will enrich your personal and professional growth. At the conclusion of your meeting, ensure that you sign the completed form, acknowledging that you have discussed your evaluation and are aware of its contents.

3. STUDENT SELF-ASSESSMENT REPORT (10%)

- Due to Brightspace by 11:59pm on the last day of placement, or by December 10th, whichever comes first.
- Use the Student Self-Assessment Report form on Brightspace
- Enter your deadlines on our [Google Sheet](#).
- Late Policy: No extensions will be granted. Deductions of 10% per day begin immediately after the deadline indicated on class [Google Sheet](#). Assignments will not be accepted if they are more than seven days late. Assignments will not be accepted by e-mail.

Following your discussion with your workplace supervisor, reflect on the comments of your supervisor and your contributions to your workplace over the term. Take this self reflection seriously, this is not a time to be overly self critical, nor to allocate to yourself a 'perfect' score. Excessively low or high grades that are not meaningfully justified will be received with skepticism, and may merit a follow-up meeting between the Instructor and the student. Approach this form with a spirit of honesty, and openness. Once your self-assessment is complete.

4. END OF TERM REFLECTION REPORT (20%)

- Due to Brightspace by 11:59pm one week following the last day of your placement or by December 10th, whichever date comes first.
- 500-800 words, 12pt, Times New Roman Font, 1" margins, submitted as a pdf document
- Must be reviewed, and signed by one of your Placement Supervisors
- Late Policy: No extensions will be granted. Deductions of 10% per day begin immediately after the deadline indicated on class [Google Sheet](#). Assignments will not be accepted if they are more than seven days late. Assignments will not be accepted by e-mail.

Steps: Reflection and dialogue work provides an opportunity to think through how we can learn from our experiences to grow personally and professionally. This assignment is designed to allow you to reflect on your work in your placement, and to share your experience with your supervisor. As you reflect, and prepare for this assignment, consider how your work experience impacts your professional development, and personal growth. In concrete terms, in this assignment you will draft your End of Term Reflection, share the document with your supervisor, meet with your supervisor to discuss your End of Term Reflection, and both sign the reflection.

1. **Preparation:** Download and Complete the End of Term Reflection Form from Brightspace. Early in the term, set a deadline between you and your supervisor so that you both know when they can expect to receive your End of Term Reflection. Give your supervisor time to read your reflection. Then, set an End of Term meeting with your supervisor to review and sign your End of Term Reflection.
2. **Background:** Offer a 100 word overview of your placement and position. Include your job title, the location of your placement, the organization your supervisor's position and name, the sector that you are working in (ie. communication, education, development etc), and key tasks did.
3. **Reflecting on your Placement Objectives Statement (100-150 words):** Review your Placement Objectives Statement. What have you accomplished? What haven't you accomplished? What objectives changed over the course of your placement? Your work has probably evolved and changed. Reflect on

the work that you have done, and how it has changed. Consider the concrete tasks that you have done at your workplace. How has your work aligned (or not) with your Placement Objectives Statement?

4. **Personal Growth Statement (200-300 words):** Has your placement contributed to your personal growth? If so, how? You might consider the impact of your placement on your: confidence; how weaknesses were improved; interpersonal skills; team-work; independence or initiative; leadership etc. Consider the mentorship that you have received from your supervisor. If you have had a supportive encouraging supervisor, how have you benefit from that mentorship? If your supervisor was difficult to work with, how has that kind of mentorship impacted how you will work and behave in the future?
5. **Professional Development Statement (200-300 words):** Has your placement contributed to your professional development? Reflect on your how this placement impacted your career goals. Has this given you new experience in a field you are interested in? What skills, knowledge, or training have you developed? How has the workplace culture impacted your networking, or future connections?
6. **Reflection on the Placement Experience (250-500 words):** Describe why your International Placement was a worthwhile, or not very worthwhile experience. Describe what has been advantageous about your Placement, what you have gleaned from the experience, and what contributions you have made to your organization. Alternately, if you have struggled with your placement, consider how you might learn from this experience. This section is designed for your to reflect on your specific placement experience so the themes are open. Consider discussing: what others have learned from you; what you liked/disliked about your placement; what you would have done differently, or what you regret; how the experience challenged you; or what your you are most proud of doing/accomplishing. Whatever you choose to focus on, provide concrete examples, and describe your unique placement experiences. Be specific, and concrete in your writing. Sentences like: "This placement has been valuable because it has taught me a great deal of new information", is not specific to a student or position.
7. **Edit:** Review and revise your End of Term Reflection. This will include reviewing for clarity, and to be sure you are expressing yourself honestly, and clearly. Remember that you and your supervisor will discuss this report. This is an opportunity for you to honestly share about any jobs and concerns with your placement. Keep in mind that slanderous or offensive language will likely not be received kindly, and that exaggerated enthusiasm, or or excessive flattery can come off as pandering. Do your best to write in a spirit of gratitude for the opportunity, professionalism, and honesty. In terms of mechanics, remember that your supervisor may be an important reference for your in the future. As in your placement, produce your best work on this reports, and pay attention to writing mechanics (ie. clarity, grammar, organization, and consistency in format/style).
8. **Meet with your Supervisor:** Once your End of Term Reflection is drafted, meet with your supervisor to discuss, and sign the End of Term Reflection Report. Submit on Brightspace.