

Arthur Kroeger College of Public Affairs: BGI nS

Carleton University

GINS 3930/3931: International Internship in Public Affairs

Term/Year: Winter 2023

Professor: Dr. Lorraine Godden

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Student (Office) Hours: By appointment (please email)

**My office hours are flexible and I welcome the opportunity to engage with you. Please email me and I will make an appointment to meet in my office or via zoom

***Please use your Carleton email account for all course correspondence. I typically respond to emails from students within 48 hours. If you still have not received a reply within 72 hours, please verify the address you sent your original email to and send it again.

ALL COURSE ELEMENTS MUST BE COMPLETED TO PASS THE COURSE

Course Overview

This course offers students the opportunity to earn either a half credit (GINS3930) or full credit (GINS3931) for an international internship.

Undergraduate studies generally focus on teaching students theoretical and conceptual models to facilitate the mastery and analysis of disciplinary specific content. To this end, most courses contain at least an implicit emphasis on developing core competencies in research, critical thinking, and the communication of complex information. For some students this leaves the question of how these competencies and knowledge can be applied to work in the 'real' world. The intent of GINS3930/31 is to offer students an opportunity to apply and further develop their skills and competencies in a cross-cultural context through real-world virtual work experience outside of Canada. Emphasis is placed on adding academic rigor and a strong, reflective analytical dimension to the international internship experience. Carleton University has a list of partners for this course, but it is also possible, subject to agreement from the course convener, for students to undertake the internship with partners they have contacted independently.

Both GINS3930 and GINS3931 have required 'pre-departure' orientation sessions and application procedures to ensure that students (a) meet entry requirements for the course and, (b) meet the recruitment requirements of the partner organizations where they will be working. Participation in the course is dependent on the student being accepted for an internship placement. There will also be a debriefing session with returning students.

Course Entry Requirements

- At least third year standing at Carleton University
- GPA of at least 7 on Carleton's 12-point scale (70% or B- equivalent)
- Valid passport and visa for entry into the country of placement, if travelling.

Learning Outcomes

By the end of this course students should:

- (1) Demonstrate a sensitivity to the different cultures, norms and traditions in the country in which they have worked;
- (2) Demonstrate an appreciation of the interconnections between different societies and individuals, and how the local context of an individual impacts perceptions of other countries, ideologies, and beliefs;
- (3) Critically evaluate the assumptions and expectations underpinning their approach to questions of public policy, society, and the world;
- (4) Have developed strategies for adapting to new cultural contexts and the necessary cross-cultural communication skills;
- (5) Have gained appreciation of how the skills and competencies developed through university study can be translated to the working world.

Classroom and Workload Expectations

This is an experiential learning course and as such does not have regular classes and seminars. The bulk of the workload for this course comes through the international internship component with a partner organization outside of Canada. However, there is a mandatory pre-departure briefing day to help prepare students for their placement.

Assessment of the course is on a SAT/UNS basis and is evaluated through a successful completion of the internship placement and the submission of the required components. Pending organization by Carleton University Careers Office, there will also be a post-experience debriefing session.

There are two variations of this course:

GINS3930 (0.5 credits) – requires a minimum of six weeks of placement work encompassing at least 150 hours of work with the host partner organization.

GINS3931 (1.0 credits) – requires a minimum of twelve weeks of placement work encompassing at least 300 hours of work with the host partner organization.

Irrespective of the course option you choose, the assessment structure and expectations will follow the same guidelines. The difference between the two courses is primarily the length of time spent in your placement.

Textbooks and Course Readings:

There are no specified readings for this course, however you may find the following texts informative for your placement and beyond.

Grace, P. (2020). *The ultimate guide to working from home: How to stay sane, healthy and be more productive than ever*. Hachette Books.

Quinn, E. (2011). *There's no place like working from home*. Calloran Publishing.

Whitfield, D. (2020). *50 pages on... working from home successfully during the COVID-19 virus and beyond*. Amazon.com Services LLC.

Fried, J., & Heinemeier Hansson, D. (2013) *Remote: Office not required* Currency/Random House.

Duke, S. T. (2013). *Preparing to study abroad: Learning to cross cultures*. Stylus Publishing, LLC.

Ferraro, G. P., & Briody, E. K.. (2017). *The cultural dimension of global business*. Taylor & Francis

Student Safety, Security, and Keeping in Contact

One of your core unassessed assignments is the weekly diary entry, which we use to keep track of your activities and maintain passive contact with you during your placement.

Keeping in touch while away is immeasurably easier than in the past, but it still requires you to take a number of proactive steps before departure. Make sure that you have signed up for programs such as WhatsApp, Zoom, and Skype, and share these contact details with the course professor. During past iterations of the course these platforms, in addition to traditional email, have been a crucial link between students in the field and the professor for the provision of support as well as discussion of the assignments due for the course. Moreover, in a surprisingly large number of countries the most reliable form of telecommunications and the ones most frequently used are these kinds of services. They also provide an extremely economical way of keeping in touch with friends and family.

BrightSpace

BrightSpace will be used to distribute and store information from the professor, provide students with a forum platform that they can use for discussions, should they so choose, and to submit some of the course assignments.

Course Evaluation

The courses are assessed on a Satisfactory/Unsatisfactory basis, with satisfactory performance being in line with the performance expectations in a standard course for a grade of at least 60% / C- / 4 on Carleton's 12-point scale. Failure to perform in any of the required course components detailed in this 'assessment' section can result in a grade of 'unsatisfactory', and a fail in the course. Much of the work for this course will be submitted or monitored through the BrightSpace portal. Failure to complete your internship placement or dismissal from your post by your employer are grounds for being failed in the academic component of this program. You are required to watch the preparatory presentation on the course Brightspace site.

In broad terms, assessment of student performance will be based on satisfactory completion of all assignments, and the course instructor will make a pass/fail assessment of student performance based on an assessment of the following:

Description	Due Date
Pre-Departure Paperwork	Prior to placement commencing- to be submitted to Career Services
Weekly Diary Entries	Due the final week of your placement or April 5 (<u>whichever date comes first</u>)
FUSION Inclusivity Module	February 24
Post-Placement Employer/Partner Organization Report	Due the final week of your placement or April 5 (<u>whichever date comes first</u>)
Placement Reflection Assignment	Due one week after your placement ends or April 5 (<u>whichever date comes first</u>)

Pre-Departure Paperwork

Due to Career Services prior to your placement commencing.

Completion of the pre-departure paperwork and attendance at the preparatory briefing day. These comprise the core administrative tasks that you must complete in order to be eligible to undertake the program; they include such items as ensuring you have a valid passport, obtaining the necessary visas, and providing Carleton University with the information it needs for insurance and enrolment purposes; **[Online format with Careers Services]**.

Weekly Diary Entries

Due to Brightspace by 11:59pm on your last day of placement or by April 5, whichever date comes first.

Submission of weekly diary entries reflecting on your internship/travel related experiences for the week. While these entries will not be assessed, they must be completed and provide a 'research resource' for your final reflective assignment that demonstrates careful reflection on the interaction between your academic studies and the activities undertaken during their internship placement. A weekly diary entry or summary of entries for that week, which will also serve as status reports to the course convener.

Six reports are required for GINS3930 and twelve for GINS3931.

This 'status report' element is important and helps the University maintain contact while you are abroad. While the minimum is a weekly entry, it is strongly suggested that students complete even more frequent entries while memories are freshest. There are a wide variety of voice-to-text apps for smartphones, and students are encouraged to acquire one of these apps and use it to make regular entries about their professional and personal experiences during their internship placement. If you prefer more of a podcast/vlog format, that is fine, too. This 'raw data' can then be used for writing the final reflective assignment in the course. In the future the material in this travel diary will also be useful for completing applications to graduate and professional programs as well as job applications. This component of the course is not intended to be a polished product, but rather a working draft for the student's use. As such it operates solely on a completed/not-completed basis for evaluative purposes. It is to be submitted via the course Brightspace site and must be submitted to pass the course.

FUSION: Orientation and Inclusivity Module

Due to Brightspace by 11:59pm by the end of February 24, 2023 (Student Workbook word document)

The Future Skills Innovation Network (FUSION) project is a national cross-collaborative network of Canadian universities focused on exploring innovative and inclusive experiential learning approaches to prepare you to develop necessary skills for rapidly evolving society and job markets. To Learn more about FUSION, please visit Carleton University's Teaching and Learning Services webpage <https://carleton.ca/tls/teaching-learning-and-pedagogy/experiential-learning/fusion/>

You will work through the FUSION orientation and Inclusivity Modules that are available for you in BrightSpace. Once you have completed the modules you will complete the FUSION Skill-Development Student Workbook to complete the activities and write your reflections. The workbook is available as a word document for you to download and complete. You will submit your completed workbook to the designated dropbox in BrightSpace.

Length: Approximately 3-4 hours in total (including time to complete assignments, reflections, and self-assessments)

Post-Placement Report from Employer/Partner Organization

Due to Brightspace by 11:59pm on your last day of placement or by April 5, whichever date comes first.

This is a brief assessment from the employer of the student's performance and reliability. The document serves two key purposes in the broader framework of the course. First, it provides the professor with verification that the student completed the work placement component of the course. Second, it provides the professor with an additional data source for writing future recommendation letters should they be requested by the student. It is required that you provide proof (generally via a copied email) that you have provided the form to your employer and requested that it be remitted by email to the course professor. You are not responsible for ensuring that the employer returns the form to the professor.

Placement Reflection Assignment

Due to Brightspace by 11:59pm on your last day of placement or by April 5, whichever date comes first.

The intent with the final reflective course assignment is to have you stop and think about what you learned during your placement and how this interacts with your program of studies, where you thought your future might be taking you professionally and where you think you might be headed now. You are free to focus on any one element that might fit under this broad topic. The point to this exercise is to have you carefully consider the experience you have been through and what it means academically, professionally, and personally.

You may choose to write a paper (e.g., a Public Intellectual Essay), construct a presentation, or other interactive assignment such as a pod cast or blog post. Your final reflective assignment should be 2,000 words in length, or the equivalent thereof (i.e.,

use the workload for a 2,000 word paper as a guide for building things such as a podcast or blog post). References are not necessarily going to be needed for your assignment, but you must ensure that you follow Carleton's code of academic conduct and provide proper referencing where appropriate.

You will be invited to participate in a post-placement debriefing session. This is an opportunity to speak with other students who took the course and to share experiences. Attention will also be given to how you can use your experiences to help you with future career milestones such as job interviews and graduate and professional school applications. Date and location to be announced.

Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation:

Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

Religious obligation:

Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations:

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

Survivors of Sexual Violence:

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit:

<https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities:

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Plagiarism

The University Academic Integrity Policy defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own; and
- failing to acknowledge sources through the use of proper citations when using another’s work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has

been plagiarized. Penalties are not trivial. They can include a final grade of “F” for the course.

Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

Statement on Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow

Carleton's [symptom reporting protocols](#).

Masks: Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

Vaccines: While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University

to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Intellectual Property:

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Submission and Return of Term Work:

Papers must be submitted directly to the instructor via BrightSpace.

Grading:

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Final standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points is:

Percentage	Letter Grade	12-Point Scale	Percentage	Letter Grade	12-point scale
90-100	A+	12	67-69	C+	6
85-89	A	11	63-66	C	5
80-84	A-	10	60-62	C-	4
77-79	B+	9	57-59	D+	3
73-76	B	8	53-56	D	2
70-72	B-	7	50-52	D-	1

Approval of final grades:

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean.

Carleton E-mail Accounts:

All email communication to students from the course instructor be via official Carleton university e-mail accounts and/or BrightSpace. As important course and University information is distributed this way, it is the student's responsibility to monitor their Carleton and BrightSpace account.