

Global & International Group Project

GINS 3100A Fall 2020



NATIONAL NEWCOMER
NAVIGATION NETWORK
RÉSEAU NATIONAL DE
NAVIGATION POUR
NOS NOUVEAUX ARRIVANTS



Class: Tuesday 2:35-5:35 Online

Instructor: M. Steckley, marylynn.steckley@carleton.ca

TA: Alexandra Wells, alexandrawells3@mail.carleton.ca

Course Overview: This is a work-based, experiential learning course in Global and International Studies in which students e-intern for the National Newcomer Navigation Network (N4), a pan-Canadian platform of service providers working in the healthcare and settlement sectors who provide support to Canadian newcomers. In an online context, students will work individually, or in pairs, on one project. Some projects include: conducting a gap analysis of missing thematic areas of the N4 learning framework; resource, training and research curation to inform N4 programming; creating webinars and trainings; research monitoring and evaluation frameworks and strategies; infographic design; virtual conference organization; documenting journeys of newcomers through interviews, video, stories and blogging; developing and conducting surveys with N4 members to understand service provisioning challenges in the wake of the Covid-19 pandemic. Throughout the term, students will work with a contact at N4 who oversees the respective project, so project expectations and outcomes will vary. Still, each student should be prepared to commit to this internship for 8 hours per week. As your professor, I am a *facilitator* of your projects. I am here to help you formulate your project, brainstorm, problem solve, and provide feedback on your progress. Ultimately, however, you are in the driver's seat! While you are indeed pursuing your work as a course component, it is important to emphasize that your contributions are first and foremost a response to the needs and interests of newcomers to Canada. It is important to be aware that your work in this course impacts real lives: this is both an exciting opportunity, and a hefty responsibility. We will work together, with intellect, openness of spirit, and cooperation to ensure that our work is of top quality.

Learning Outcomes

1. Gain practical experience for career development in global and international studies. Skills developed will depend on projects but may include: task-based problem solving and task prioritization; decision making; professional writing and communication; advocacy; cooperative work strategies; monitoring and evaluation frameworks and gap analyses.
2. Develop communication, interpersonal, and collaborative skills by working as part of an organization (N4).
3. Gain skills and knowledge required for success in working in international contexts, building cross cultural competence; the ability to cope with and respond appropriately to changing circumstances and project goals; patience, discipline, and flexibility, particularly as projects are adjusted due to change in scope or timelines; an appreciation for diverse work patterns while remaining committed to deadlines; sensitivity to others, and open to different viewpoints and management structures.

Evaluation

<u>Following Communication Protocol</u>	3%
<u>Work Objectives Agreement</u>	7%
<u>Progress & Brainstorming Meetings</u>	15%
<u>Supervisor Assessment</u>	25%
<u>Self Evaluation</u>	10%
<u>Final Project</u>	40%

Late Policy: No extensions will be granted without approval of the Professor and N4 Supervisor. Deductions of 10% per day begin immediately after the deadline. Assignments more than 7 days late will not be accepted, and will receive a grade of zero. Assignments will not be accepted by e-mail. You are expected to keep a copy of all assignments.

Coursework

1. Communication

In this class, your ability to follow our communication policy is worth 3% of your final grade. I aim to create an excellent communication environment, and emails are not a meaningful way for us to address your questions. Rather, discussion in meetings allow us to get to know each other better and foster a more collegial learning atmosphere. With that in mind, **I will not answer questions by email.** However, no matter what question you have, you have the means to answer it! If you have a question, here are the steps:

- First, use your meetings with your TA and I to ask your questions.
- Second, outside of meetings, use the Q&A forum on cuLearn to ask questions.
- Third, if for some reason, you **cannot** ask your question during meetings, or post your question on cuLearn, I can be available for an impromptu phone meeting. **Use email only as a tool to request a phone meeting with me.** If you would like to request a phone meeting, use the subject line "GINS3100 Meeting request." Your message should include three times that you are available to connect, your phone number and a brief (one-two sentence) description of the meeting purpose. Emails sent for any other reason will not be considered or acknowledged.

2. Work Objectives Agreement

- 10% of final grade
- Due September 22nd

Steps

At the start of your placement, you are expected to meet with your N4 supervisor to establish a collaborative understanding of your objectives for your particular internship, to discuss possibilities for your Final Project, and to submit your Work Objectives Agreement. You are also encouraged to review the Supervisor Assessment form that your Supervisor will complete at the end of your work term. The following steps will help guide your assignment:

1. Meet with your Supervisor to review the Work Objectives Agreement Template (on cuLearn). Discuss your work and learning expectations, job description, brainstorm learning objectives and your Final Advocacy Project together. *At this point, you might also like to review the Workplace Supervisor Report Form with your supervisor so that you are both prepared for your final assessment.*
2. Write 5 (minimum) to 7 (maximum) work objectives. Your objectives should reflect the unique work and learning that your placement offers.
3. Write a 150-200 job description: outline your job title, your expected daily tasks and the expected outcomes of your work.
4. Write a 150-200 word description of your proposed Final Project. This must include: the theme that your Final Project will focus on; the proposed format of your project.
5. Write a 150-200 word description of your proposed learning objectives. This must include: specific learning goals that you aim to accomplish this term; and a description of your personal and professional commitment to the project. Think: what will I learn from this project? What will I commit to contributing to this project?

Learning Objectives Agreement Marking Guide	
Sections	Value
Introduction: A brief 4-5 sentence introductory statement that articulates your job title, your supervisor, and an overview of your project.	5%
Work Objectives: 5-7 clear, targeted objectives that are unique to your specific project.	20%
Job Description: Clear, comprehensive job description that includes job title, description of work, expectations and outcomes. Written in top-quality, as would be seen on a job board.	20%
Final Project: Overview of final project. This will be written as a proposal, but is not set in stone, it will evolve and change through the term. You must include the theme, format, and outlet for your project.	20%
Learning Objectives: learning objectives that you have and a description of your commitment to the project, what you will bring to the project, and your personal goals.	15%
Delivery: Organized, Follows Logical Template	5%
Signatures: Signed by Student & Supervisor	5%
Mechanics: Includes all information, student name is present, file name is accurate.	10%
Total (7% of Final Grade)	100 points

2. Progress and Brainstorming Meetings 15%

Weekly meetings between your project team and your TA, and bi-weekly meetings with your project team and the Professor are a place for you to report your progress, challenges, and to brainstorm steps to move your project forward. Meetings will be roughly 10-20 minutes in length, and will include three components: an overview of the work you have accomplished that week; an expression of the challenges or hurdles that you face; and brainstorming next steps to move forward in the next few weeks. Students in this class should take seriously our commitment to N4, and I have designed the meetings policy to ensure that N4 receives our best work. With this in mind, failure to sign up for and participate in 2 meetings or more will result in a recommendation for the student to withdraw from the class, will result in a grade of zero on the Progress and Brainstorming Meetings course component, and will entail that the opportunity for the student to complete a self-assessment at the end of term will be withdrawn. In this instance, in the place of the Self-Assessment, student Progress and Brainstorming Meetings will be worth 25% of the student's grade, and the student will receive a grade of 0 in this category. Similarly, if the student fails to demonstrate weekly progress, a meaningful commitment to the project, and/or lacks commitment to the project, they will be asked to leave the class, and will receive a grade of 0 in this category, and will be required to follow up with the BGINs Administration.

Weekly Meetings Rubric	
Progress: evaluation of student account of work in the previous week, commitment to work, accomplishing goals; timeliness; 8 hours per week is accounted for and tasks described; initiative and responsibility.	/25
Challenges: evaluation of students outline of project challenges, information that is lacking, or problems that need to be dealt with.	/25
Brainstorming: Student contributes meaningfully to brainstorming next steps, overcoming challenges, and is able to brainstorm pathways forward.	/25
Professionalism: evaluation of professionalism, courtesy, attitude, flexibility, consideration, timeliness etc.	/25
Total (15% of Final Grade)	100 points

3. Final Project 40%

- **Due December 8th, 12pm (noon) to cuLearn.**

This assignment is designed to be flexible to allow for a range of final project formats and themes. The key here is that you are producing a final project that aligns with your supervisor expectations, and the objectives of the National Newcomers Navigation Network (N4)

Final Project (40%)	
Content: Purpose is clear. Information is accurate. Responds to the project goals, and supervisor expectations.	30
Presentation: Format is appropriate. Delivery is compelling.	30
Mechanics: timeliness, quality of contribution, attention to detail.	20
Total (25% of Final Grade)	100%

4. Supervisor Assessment

- **25% of final grade**
- **Due to cuLearn December 11th 12pm noon.**
- **Use the Workplace Supervisor Report Template on cuLearn**

At the end of your placement, your workplace supervisor is expected to evaluate your performance using the Supervisor Assessment form on cuLearn. You are expected to meet with your supervisor to discuss the evaluation. This is an exciting opportunity to learn (and take note of!) what you did right. 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.

5. Student Self-Assessment Report

- **10% of final grade**
- **Due to cuLearn December 11th 12pm noon.**
- **Use the Student Self-Assessment Report form on cuLearn**

Following your discussion with your workplace supervisor, critically reflect on the comments of your supervisor and your contributions to your workplace over the term. Remember to 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.

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 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 see the [Student Guide](#).

Religious obligation: write to me with 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 see the [Student Guide](#).

Academic Accommodations for Students with Disabilities: 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).

Plagiarism: The University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include: 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; submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else; using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment; using another’s data or research findings; failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks; handing in “substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs. Plagiarism is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct 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 may include a mark of zero for the plagiarized work or a final grade of "F" for the course.

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 according to the instructions in the course outline. Arrangements for late submission of term work is to be determined by your instructor. Final exams are intended solely for the purpose of evaluation and will not be returned.

Grading: Course standing is determined by the instructor, subject to the approval of the faculty Dean. Final course standing 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 BGInS will be via official Carleton university e-mail accounts and/or cuLearn. As important course and University information is distributed this way, it is the student’s responsibility to monitor their Carleton and cuLearn accounts.

Official Course Outline: The course outline posted to the BGInS website is the official course outline.