Winter 2023

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EURR 4206 / 5301
Internship and Applied Policy Skills
Thursday|18:05 to 20:55|Richcraft Hall 3302

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Instructor: Alisa Niakhai
Office hours: by appointment
Contact: alisa.niakhai@craleton.ca

Course description

This course will provide students with practical skills to support them in transitioning from university into the labour market. Each class will cover an important aspect of career planning, and introduce students to strategies and approaches to help them launch a successful career. Students will learn how to apply for jobs, network, leverage social media, interview, follow-up, and evaluate career options. The course will also review the fundamentals of policy policy development and project design, while strengthening analytical and communication skills.

This is an interactive course with practical excercises based on concepts introduced in class. Guest speakers will be invited to share their experiences and perspectives with students, whenever possible.

Assessment

Participation - 5%
Assignment 1: labour market presentation - 15%
Assignment 2: resume - 20%
Assignment 3: briefing note - 20%
Assignment 4: interview - 20%
Assignment 5: logic model - 10%
Assignment 6: internship report - 10%

Assignments

Students must submit assignments electronically (via email or Brightspace). Unless otherwise specified by the instructor, the assignments should be single-spaced, 12-point font size with 1-inch margins. Penalty will apply to late submissions: 1 point will be subtracted for every 12 hours.

Class Participation

A class participation grade will be based on the quantity and quality of student contributions. Regular attendance is required for obtaining a participation grade.

Course Schedule

19 January   **Session 1: introduction to resume**

- o   Administration and course overview
- o   Identifying functional skills and expertise
- o   Developing a resume: content, structure and format
- o   Common career paths and entry-level jobs
- o   Instructions for Assignment 1

2 February   **Session 2: career landscape and tailoring your resume**

- o   Understanding job descriptions/requirements
- o   Addressing skill gap
- o   Effectively communicating your accomplishments
- o   Tailoring your resumes
- o   Instructions for Assignment 2

9 February   **Session 3: policy analysis and briefings**

- o   Fundamentals of policy analysis
- o   Understanding the role of a policy analyst
- o   Crafting briefing notes
- o   Developing impactful decks
- o   Instructions for Assignment 3

2 March   **Session 4: job search strategies and interview prep**

- o   Networking online and offline
- o   Developing a personal pitch
- o   Acing **j**ob interviews
- o   Instructions for Assignment 4

16 March   **Session 5: project management**

- o   Results-Based Management
- o   Understanding the role of a project manager
- o   Evaluation and monitoring
- o   Instructions for Assignment 5 and Assignment 6

Assignments

Assignment 1: labour market presentation [DUE: January 30]
In groups, students research career options and identify potential employers and positions. Each group prepares a deck (8 slides minimum) and delivers an in-class 1 presentation (10 min. max) of their findings.

Assignment 2: resume [DUE: February 13]
Students tailor their resumes to respond to the requirements of a specific job. Students may select a specific job advertisement or chose from sample advertisements provided by the instructor.

Assignment 3: briefing note [DUE: February 27]
Students prepare a 2 page briefing note. The note must include a clear purpose, background, considerations, and offer three options as well as a recommendation.

Assignment 4: interview [DUE: March 13]
Students analyze interview question to identify specific competencies and prepare responses, using strategies discussed in class.

Assignment 5: logic model [DUE: March 27]
Students prepare a logic model based on a case study provided by the instructor.

Assignment 6: internship report [DUE: April 3]
Graduate students prepare a 4 page internship report, while undergraduates prepare a 3 page report. In their reports students should reflect on the work experience and what they learned: highlight strategies used to complete internship tasks, summarize what worked and what didn't, and outline next steps students will take to develop their careers. Additionally, graduate students should reflect on the link between the internship and their research interest and/or area of expertise.

Reading List

Session 1: introduction to resume

Alain de Botton "A kinder, gentler philosophy of success"
https://www.ted.com/talks/alain_de_botton_a_kinder_gentler_philosophy_of_success

Public Service Student Recruitment Programs
https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students.html

Carleton University "Resumes, Cover Letter and CV Guides"
https://carleton.ca/career/job-search-support/resume-and-cover-letter-guides/

"The Unofficial HR Guide to Canadian Public Service"
https://polywogg.ca/polywoggs-hr-guide/

"Canada's Federal Public Service: FAQ"
https://www.reddit.com/r/CanadaPublicServants/wiki/commonposts/
#wiki_1.2_when_should_i_expect_to_hear_back_about_my_application.2Fexam.2Finterview.2Frefe
rences.2Fwhatever.3F

Session 2: career landscape and tailoring a resume

Ontario Public Service "Writing a cover letter and resume"
https://www.gojobs.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf

The Muse "Beat the robots: how to get your resume past the system and into human hands"
https://www.themuse.com/advice/beat-the-robots-how-to-get-your-resume-past-the-system-into-human-hands

Harvard University "Resumes and Cover Letters"
http://hwpi.harvard.edu/files/ocs/files/masters_resume_cover_letters.pdf

Larry Smith "Why you will fail to have a great career"
https://www.ted.com/talks/larry_smith_why_you_will_fail_to_have_a_great_career

Session 3: policy analysis and briefings

PWGSC "Writing in Plain Language"
https://www.btb.termiumplus.gc.ca/tcdnstyl-chap?lang=eng&lettr=chapsect13&info0=13

Carleton University "Canadian Government Policy Cycle"
https://library.carleton.ca/research/subject-guides/canadian-government-policy-cycle-detailed-guide

Centre for Public Impact "Design for policy and public services"
https://resources.centreforpublicimpact.org/production/2016/11/Briefing-Bulletin-design-for-policyand-public-services.pdf

CDC "Policy Analytical Framework"
https://www.cdc.gov/policy/opaph/process/analysis.html

European Training Foundation "Guide to Policy Analysis"
https://www.etf.europa.eu/sites/default/files/m/
72B7424E26ADE1AFC12582520051E25E_Guide%20to%20policy%20analysis.pdf

IDEO "Designing for Public Service"
https://media.nesta.org.uk/documents/nesta_ideo_guide_jan2017.pdf

Dustin Wax "Ten tips for more effective PowerPoint presentations"
https://www.lifehack.org/articles/featured/10-tips-for-more-effective-powerpoint-presentations.html

Session 4: job search strategies and interview prep

Elisha Hartwig "How to effectively use Twitter as a job search resource"
http://mashable.com/2013/02/09/twitter-job-search/#ChlWKWWbikqr

Yale University "How to cold connect on LinkedIn"
https://campuspress-test.yale.edu/cnspy/2016/03/02/how-to-cold-connect-on-linkedin/

Career Contessa "How to use LinkedIn to add cold contacts"
https://www.careercontessa.com/advice/cold-contacts-linkedin/

Amy Cuddy "Your body language may shape who you are"
https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are?language=en

Session 5: project management

Global Affairs Canada "Results Based Management tools at Global Affairs Canada: a how to guide"
https://www.international.gc.ca/world-monde/assets/pdfs/funding-financement/results_based_management-gestion_axee_resultats-guide-en.pdf

Treasury Board Secretariat "Results Based Management Lexicon"
https://www.canada.ca/en/treasury-board-secretariat/services/audit-evaluation/centre-excellenceevaluation/results-based-management-lexicon.html

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:
o   any submission prepared in whole or in part, by someone else;
o   using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
o   using another's data or research findings without appropriate acknowledgement;
o   submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
o   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.

Academic Accommodations

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.

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 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).

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 will 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

COVID-19 Prevention Measures

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and mandatory self-screening prior to coming to campus daily.

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory symptom reporting tool. For purposes of contact tracing, attendance will be recorded in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not

have a smartphone will be required to complete a paper process as indicated on the COVID-19 website.

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the University's COVID-19 webpage and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca

Please note that failure to comply with University policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the Student Rights and Responsibilities Policy. Failure to comply with Carleton's COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.