

**PSCI 3906A (1.0 credit)
3907A/B (0.5 credit)
Ottawa Experience Placement
In-Person meetings at Carleton
Placement at organization**

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Office Hours:	Fall Semester	Monday 12noon – 2pm Friday 10am – 12noon (online)
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I. LEARNING AIMS, OBJECTIVES AND OUTCOMES

The main aim of PSCI 3906/3907 is to provide students with the experience of working in an organization involved in some aspect of politics, whether local, national or international. Specific objectives include:

- exposing students to the responsibilities associated with working in a politically-focused organization
- enabling students to use and develop skills they acquire in their undergraduate coursework
- developing career-related goals for students
- strengthening research skills by conceiving and executing a piece of independent research connected to their placement experience

Upon successful completion of PSCI 3906/3907, students should achieve three core learning outcomes:

- your ability to perform tasks in a politically-oriented organization will be strengthened
- your understanding of how an organization operates in a political environment will be deepened
- your awareness of career-related goals will be better developed

PSCI 3906/3907 involves participation in a paid/unpaid work placement off-campus, which requires students to complete and sign certain documents. Please consult Carleton University's *Risk and Insurance Website* for more information. We will ensure that students complete the appropriate documentation as part of their

orientation, but it is their responsibility to return all required documents to the Department by the specified deadline. All signed and completed forms should be sent to the Undergraduate Administrator (psci.advising@carleton.ca)

Please note that although every effort is made to match students with their preferred placement organization, sometimes this is not possible. If students do not accept a placement with an available organization, they may withdraw from the course without penalty. All decisions regarding placements are the final responsibility of the course instructor. A successful placement experience is built on good communication between the student, the placement organization and the course instructor. Should problems arise during the placement it is incumbent upon students to communicate with both the placement organization and the course instructor. In the event of a placement being disrupted, every effort will be made by the course instructor to ensure that the student receives credit for work completed.

Due to the nature of the placement, late registration in PSCI 3907 is not considered.

II. STRUCTURE AND ASSESSMENT

PSCI 3907 is delivered as a placement in a politically-active organization, where students will spend at least one full day per week during the semester performing tasks associated with their placement. The exact number of weeks will be determined by the academic credit earned in combination with the schedule of the organization. We will also meet in person twice during the semester, once for an orientation to the placement, and once to discuss career-related issues. If you enrol in PSCI 3906 (1.0 credit), in addition to the placement extending across two semesters, there are further requirements as noted below.

In order to begin the placement on time, it is critical for students to complete their profiles at the earliest possible date, and ideally before the start of classes. The profile can be found on Brightspace and should be uploaded to the appropriate Dropbox.

Please note that the amount of time devoted to PSCI 3907 approximates the time commitment of a 0.5 credit undergraduate course. All placements involve a commitment of about 7-8 hours per week for 10 weeks at an organization, plus attendance at two in-person seminars in weeks 1 and 7 as well as approximately 20 hours to complete other assignments (in all about 110 hours). This compares to a typical undergraduate course which commands between 6-8 hours per week (including preparation and class time) for 12 weeks, plus another 20-40 hours to complete all assignments (i.e., about 120 hours). PSCI 3906, which is a 1.0 credit course, will be about double these hours.

Evaluation consists of compiling an ongoing log of your activities and completing two types of assignments: a career-related assignment/s, and a final reflective essay that uses the placement experience to consider the role of the organization in the political system of which it is a part (whether local, national, international).

Summary of Course Requirements (Dates are for Fall and Winter semesters)

Course Element	Percentage of Grade	Due Date
Student Profile	N/A	Sept. 6 Jan. 6
Student Agreement Document	N/A	Sept. 13 Jan. 10
Activity Log	20%	Throughout Semester
Career-Related Assignment	30% or 2 x 15%	Nov. 7 March 7
Reflective Essay on Organization	50%	Dec. 21 April 26
Organization Final Report	Sat/Unsat	End of Placement

Assessments

The Activity Log is a journal that details the student's experience at a placement organization. For PSCI 3907 (0.5 credit) this involves at least three entries across the semester of about 500 words each. For PSCI 3906 (1.0 credit) there will be an expectation of Activity Log entries across both semesters. Entries should detail any assigned tasks, their relation to the organization, and any features of these tasks that seem appropriate to comment upon.

The Career-Related assignment for PSCI 3907 (0.5 credit) is the construction of a CV/resume that can be used in a subsequent job search, which will be developed with support from Career Services. For those registered in PSCI 3906 (1.0 credit), they will do the above plus an additional Career-Related assignment in the Winter semester that will focus on constructing a network and an advanced job search, again with support from Career Services.

The Reflective Essay for PSCI 3907 (0.5 credit) is a maximum 2500 word assignment that describes the placement organization and its work, and reflects on the accomplishments this organization has achieved and the challenges currently facing it in at least one field. Students must confirm their essay topic with the course instructor, and there is an expectation that it will be based on the student's placement experience. For PSCI 3906 (1.0 credit) the length of the Reflective Essay is 4000 words.

Finally, the organization will provide an end-of-placement evaluation that must be Satisfactory in order to receive a grade for this course.

III. COURSE OUTLINE

<u>Fall Semester</u>	(Sept-Dec 2024)
WEEK 1 <i>Sept. 10th</i>	<i>Course introduction; placement expectations; orientation to placement organizations (Paterson 114: 2.35pm – 5.25pm and on Zoom 6-8pm)</i>
WEEKS 2-6	<i>Placement</i>
WEEK 7 <i>Oct. 29th</i>	<i>Career-Related Exercise Paterson 114 (11.35am – 2.25pm and on Zoom 6-8pm)</i>
WEEKS 8-12	<i>Placement</i>
<u>Winter Semester</u>	(Jan-April 2025)
WEEK 1 <i>Jan.. 7th</i>	<i>Course introduction; placement expectations; orientation to placement organizations (Paterson 114: 11.35 – 2.25pm and on Zoom 6-8pm)</i>
WEEKS 2-6	<i>Placement</i>
WEEK 7 <i>Feb. 25th</i>	<i>Career-Related Exercise Paterson 114 (11.35 – 2.25pm and on Zoom 6-8pm)</i>
WEEKS 8-12	<i>Placement</i>

Appendix

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>

Requests for Academic Accommodation

Deferred final exams, which must be applied for at the RO, are available ONLY if the student is in good standing in the course. The course outline must stipulate any minimum standards for good standing that a student must meet to be entitled to write a deferred final exam.

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

Academic consideration for medical or other extenuating

circumstances: Please contact your instructor if you are experiencing circumstances that (a) are beyond your control, (b) have a significant impact your capacity to meet your academic obligations, and (c) could not have reasonably been prevented. Decisions on academic consideration are in your instructor's discretion; they will be guided by the course learning outcomes and the principle of good faith. Please see [here](#) for more details. For considerations relating to course work, your instructor may request that you

complete the [Self-Declaration form](#). To apply for a deferral of your final exam, you must submit the Self-Declaration form to the Registrar's Office no later than three days after the scheduled examination or take-home due date.

Pregnancy accommodation: Please contact your instructor 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 accommodation: Please contact your instructor 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](#).

Accommodations for students with disabilities: If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation, or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, reach out to your instructor as soon as possible to ensure accommodation arrangements are made. For more details, [click here](#).

Accommodation for student activities: Carleton University recognizes the substantial benefits, both to the individual student and to the university, that result from a student participating in activities beyond the classroom. Reasonable accommodation will be provided to students who engage in student activities at the national or international level. Please contact your instructor 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 information, please [click here](#).

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

Sexual Violence Policy

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated. 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: carleton.ca/sexual-violence-support.

Academic Integrity

Academic integrity is an essential element of a productive and successful career as a student. Carleton's [Academic Integrity Policy](#) addresses academic integrity violations, including plagiarism, unauthorized collaboration, misrepresentation, impersonation, withholding of records, obstruction/interference, disruption of instruction or examinations, improper access to and/or dissemination of information, or violation of test and examination rules. Students are required to familiarize themselves with the university's academic integrity rules.

Plagiarism

The Academic Integrity Policy defines plagiarism as “presenting, whether intentional 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, websites, literary compositions and phrases, performance compositions, chemical compounds, art works, 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.

Use of Artificial Intelligence

Unless explicitly permitted by the instructor in a particular course, any use of generative artificial intelligence (AI) tools to produce assessed content (e.g., text, code, equations, image, summary, video, etc.) is considered a violation of academic integrity standards.

Procedures in Cases of Suspected Violations

Violations of the Academic Integrity Policy are serious offences which cannot be resolved directly with the course's instructor. When an instructor suspects a violation of the Academic Integrity Policy, the Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student. Penalties are not trivial. They may include a mark of zero for the assignment/exam in question or a final grade of "F" for the course. More information on the University's Academic Integrity Policy can be found at: <https://carleton.ca/registrar/academic-integrity/>.

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).

Permissibility of submitting substantially the same piece of work more than once for academic credit.

If group or collaborative work is expected or allowed, provide a clear and specific description of how and to what extent you consider collaboration to be acceptable or appropriate, especially in the completion of written assignments.

Submission and Return of Term Work

Papers must be submitted directly to the instructor according to the instructions in the course outline. The departmental office will not accept assignments submitted in hard copy.

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

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the 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 Department of Political Science will 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 University email accounts and Brightspace.

Carleton Political Science Society

The Carleton Political Science Society (CPSS) has made its mission to provide a social environment for politically inclined students and faculty. By hosting social events, including Model Parliament, debates, professional development sessions and more, CPSS aims to involve all political science students at Carleton University. Our mandate is to arrange social and academic activities in order to instill a sense of belonging within the Department and the larger University community. Members can benefit through our networking opportunities, academic engagement initiatives and numerous events which aim to complement both academic and social life at Carleton University. To find out more, visit us on Facebook <https://www.facebook.com/CarletonPoliticalScienceSociety/>.

Official Course Outline

The course outline posted to the Political Science website is the official course