

**PSCI 3907A (0.5 credit)**  
**Ottawa Experience Placement**  
**Whole class meetings at Carleton**  
**Placement at organization**

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<b>Office Hours:</b>	<b>Monday 2.30 – 4pm (in person)</b> <b>Friday 9 – 10am (online)</b>
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**I. LEARNING AIMS, OBJECTIVES AND OUTCOMES**

The main aim of PSCI 3907A 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 this placement course, 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 3907A 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](mailto: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 3907A is not considered.

## **II. STRUCTURE AND ASSESSMENT**

PSCI 3907A 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. We will also meet twice during the semester, once early for an orientation to the placement, and once later to work on career development.

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 form can be found on Brightspace, and it should be completed and uploaded to the appropriate Dropbox before the orientation meeting.

Please note that the amount of time devoted to PSCI 3907A 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 (ie, about 120 hours).

Evaluation for PSCI 3907A consists of compiling an ongoing log of your activities, completing a career development assignment, and writing 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 Requirement

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Course Element	Percentage of Grade	Due Date
Student Profile	N/A	Sept. 3
Student Agreement Document	N/A	Sept. 12
Activity Log	20%	throughout semester
Career-Related Assignment	30%	Nov. 7
Reflective Essay Outline	10%	Oct. 21
Reflective Essay	40%	Dec. 19
Organization Final Report	Sat/Unsat	end of placement

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### Assessments

The Activity Log is a journal that details the student's experience at a placement organization. This involves at least three entries across the semester of about 500 words each due on the last day of each month (ie, September, October and November). Entries should detail any assigned tasks, their relation to the organization, and any features of these tasks that seem appropriate to comment upon. If for whatever reason you do little or no work for your placement during a month, please indicate this in your report.

The Career Development assignment 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.

The Reflective Essay is a maximum 2000 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 by completing an outline, and there is an expectation that it will be based on the student's placement experience. Please consult the assignment instructions on Brightspace.

Please note that because due dates are known well ahead of time, and that assignments can be completed well before the due date, **no extensions will be given for any assignment in this course**. A late penalty of 3% per day will be imposed for all assignments, and assignments will not be accepted for grading beyond one week past their due date.

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**

<b>WEEK 1</b> Sept. 4 <sup>th</sup>	<i>Course introduction; placement expectations; orientation to placement organizations</i> (via Zoom 10am – 12noon)
<b>WEEKS 2-6</b>	<i>Placement</i>
<b>WEEK 7</b> Oct. 30 <sup>th</sup>	<i>Career Development Exercise</i> (via Zoom 6-8pm)
<b>WEEKS 8-12</b>	<i>Placement</i>

## Political Science Course Outline Appendix

### REQUESTS FOR ACADEMIC ACCOMMODATION

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

#### 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/>

ood2Talk: 1-866-925-5454, <https://good2talk.ca/>

The Walk-In Counselling Clinic: <https://walkincounselling.com>

#### **Academic consideration for medical or other extenuating**

**circumstances:** Students must contact the instructor(s) of their absence or inability to complete the academic deliverable within the predetermined timeframe due to medical or other extenuating circumstances. For a range of medical or other extenuating circumstances, students may use the online self-declaration form and where appropriate, the use of medical documentation. This policy regards the accommodation of extenuating circumstances for both short-term and long-term periods and extends to all students enrolled at Carleton University.

Students should also consult the [Course Outline Information on Academic Accommodations](#) for more information. Detailed information about the procedure for requesting academic consideration can be found [here](#).

**Pregnancy:** 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, please contact Equity and Inclusive Communities (EIC)

at [equity@carleton.ca](mailto:equity@carleton.ca) or by calling (613) 520-5622 to speak to an Equity Advisor.

**Religious obligation:** 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](#).

#### **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](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](#) 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*). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). 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 its 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.

#### **PETITIONS TO DEFER**

Students unable to write a final examination because of illness or other circumstances beyond their control may apply within **three working days** to the Registrar's Office for permission to write a deferred examination. The request must be fully supported by the appropriate documentation. Only deferral petitions submitted to the Registrar's Office will be considered. [See Undergraduate Calendar, Article 4.3](#)

## 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.

## WITHDRAWAL WITHOUT ACADEMIC PENALTY

Please reference the [Academic Calendar](#) for each term's official withdrawal dates

## OFFICIAL FINAL EXAMINATION PERIOD

Please reference the [Academic Calendar](#) for each terms Official Exam Period (may include evenings & Saturdays or Sundays) For more information on the important dates and deadlines of the academic year, consult the [Carleton Calendar](#).

## GRADING SYSTEM

The grading system is described in the Undergraduate Calendar section [5.4](#). 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.

## ACADEMIC INTEGRITY

Academic integrity is an essential element of a productive and successful career as a student. Students are required to familiarize themselves with the university's [Academic Integrity Policy](#).

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## 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:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- reproducing or paraphrasing portions of someone else's published or unpublished material, 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 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.

## RESOURCES (613-520-2600, phone ext.)

Department of Political Science (2777)	B640 Loeb
Registrar's Office (3500)	300 Tory
Centre for Student Academic Success (3822)	4 <sup>th</sup> floor Library
Academic Advising Centre (7850)	302 Tory
Paul Menton Centre (6608)	501 Nideyinàn
Career Services (6611)	401 Tory