

PSCI 3907B (0.5 credit)
Ottawa Experience Placement
In-Person meetings at Carleton
Placement at organization

Instructor:	Randall Germain
Office:	D689 Loeb
Office Hours:	Thursday 2.30 – 4pm (in person) Friday 9 – 10am (online)
Telephone:	613 520-2600 ext 8553
E-Mail:	randall.germain@carleton.ca

I. LEARNING AIMS, OBJECTIVES AND OUTCOMES

The main aim of PSCI 3907B 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 3907B 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 3907B is not considered.

II. STRUCTURE AND ASSESSMENT

PSCI 3907B 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 in person 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 can be found on Brightspace, and it should be completed and be uploaded to the appropriate Dropbox before the orientation meeting.

Please note that the amount of time devoted to PSCI 3907B 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 3907B consists of compiling an ongoing log of your activities, and completing a career development assignment 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

Course Element	Percentage of Grade	Due Date
Student Profile	N/A	Jan. 7
Student Agreement Document	N/A	Jan. 16
Activity Log	20%	throughout semester
Career-Related Assignment	30%	March 6
Reflective Essay Outline	10%	March 27
Reflective Essay	40%	April 24
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. This involves at least three entries across the semester of about 500 words each, due on the last day of each month (ie, January, February, March). 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 to undertake preparations for an advanced job search, including developing an initial contact document as well as developing a plan to follow for your job search. This assignment will be undertaken 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, 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

WEEK 1 <i>Jan.. 7th</i>	<i>Course introduction; placement expectations; orientation to placement organizations (Zoom 6-8pm)</i>
WEEKS 2-6	<i>Placement</i>
WEEK 7 <i>Feb. 26th</i>	<i>Career-Related Exercise (Zoom 6-8pm)</i>
WEEKS 8-12	<i>Placement</i>