

PECO 5904 – PLACEMENT IN POLITICAL ECONOMY

PECO 5905 – REFLECTIVE PRACTICE IN WORK AND LABOUR

COURSE DESCRIPTION

Both PECO 5904 and PECO 5905 offer an opportunity to earn academic credit by engaging in research activities under the supervision of professional researchers in the community. Placement possibilities will usually be initiated by the student, with the approval of the student's academic supervisor. This course can be taken once during the student's program.

Note: PECO 5905 is designed for students in the Type 2 Diploma Program who are already engaged as staff or active volunteers in unions or other work- and labour-focused community organizations. Written work and discussion in this course offers a space to reflect on questions of strategy, organization, and analysis relevant to their organization's mission. As the Type 2 Diploma is being phased out (due to disapproval from the Ministry), PECO 5905 will likely not be offered after Summer 2026.

Note: A placement is not considered an unpaid internship. Students gain .5 academic course credit through the placement, whether or not the placement is paid.

COURSE SUPERVISION

The course requires one placement supervisor and one academic supervisor.

- For MA students, the academic supervisor will normally be the student's academic supervisor but could be another IPE-affiliated faculty member with whom the student works closely. For Diploma students, the supervisor can be any IPE-affiliated faculty member but defaults to the Institute Director.
- The on-site supervisor for PECO 5904 will normally have a postgraduate degree in a social science or related discipline, but this can be waived by the Institute Director. The on-site supervisor for PECO 5905 will normally be the student's existing workplace supervisor.

Both supervisors will agree on an assignment of duties for the placement, student learning goals, the method of assessment, and the date of submission for the final assessment. (See Placement Form).

Weekly supervision of the student on placement is the responsibility of the placement supervisor. (See Instructions for Placement Supervisors, attached). It is expected that the student will work 7-8 per week for 12 weeks duration, the length of an academic term. The student is not required to be on-site for those hours as long as their work is being supervised.

Mid-way through the placement (or earlier if required) the academic supervisor will check in with both the student and the on-site supervisor to ensure the placement is running smoothly.

ASSIGNMENT AND ASSESSMENT GUIDELINES

Students gain .5 academic course credit through the placement, the equivalent of a one-term course. For this reason, it is important that students have substantive assignments for the

placement supervisor to evaluate and recommend a passing or failing grade at the end of the placement.

The goal of the placement is to provide students with practical work experience. This includes developing an understanding of the broader context for their work — how their work fits within the section they are working in, within the organization they are working for, and in a broader socio-political context.

A workplace assignment may include a research paper of usual course paper length (7500-10,000 words) on a topic of interest to the placement organization. It may also (or instead) include other opportunities for work-based, experiential learning in areas important for the placement organization, such as developing policy papers, policy briefing notes, a brief to a government body, articles for publication, conducting research for campaigns or collective bargaining, or conducting corporate research and preparing presentations.

In addition to such workplace assignments any student taking 5904 or 5905 will complete the following academic requirements for their Academic Supervisor:

1. A brief description of the organization they're working with, the person they're working with, and the work they are doing; how their project fit into the organization they're working for; and how their organization relates to a broader network of organizations and funding. (In other words, to locate their work in a broader socio-political context.)

At the end of the placement the student will provide the Academic Supervisor with a brief evaluative component, reflecting on what they think of the work they did.

2. Students completing 5904/5 as part of a Work and Labour program will complete one or more Reflective Practice Question (RPQ) papers (2500-3500 words in length) focusing on a topic relevant to the student's experience during the placement, relating it to a topic from the core course on Work and Labour (PECO 5002) and 2-3 readings from that course.

3. A **portfolio** at the end of term that incorporates the student's placement work experience, including:

- Professional biographical statement
- Current resume
- All material produced for both supervisors during the placement.

(See "Instructions for Students", below.)

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PLACEMENT INFORMATION FORM / Page 1 of 2

PLACEMENT TERM AND YEAR:

STUDENT NAME:

PLACEMENT ORGANIZATION:

Name of organization:

Street address:

City, Province:

Postal code:

PLACEMENT SUPERVISOR:

Email:

Phone:

ACADEMIC SUPERVISOR:

Email:

START DATE:

END DATE:

HOURS OF WORK: _____ hours per week

PLACEMENT DESCRIPTION:

PLACEMENT DUTIES:

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ANTICIPATED ASSIGNMENT(S) & DUE DATE(S):

Assignments	Due Date

STUDENT LEARNING GOALS & ANTICIPATED SKILL DEVELOPMENT:

METHOD OF ASSESSMENT:

Pass/Fail based on satisfactory performance. Grading decisions ultimately rest with the academic supervisor.

SIGNATURES:

Placement Supervisor

Academic Supervisor

Student

Instructions for Supervisors of Students on Placement

A placement is a learning opportunity. It provides a student with a unique training environment to relate classroom theory to practical application in a workplace setting, and to develop work-related skills and experience. Ideally, a placement is a challenging learning experience that supports personal growth and the development of career goals. Placement students receive academic credit for a Placement in order to obtain their diploma or degree with the University.

Learning Goals

As part of a course placement, a student should have the opportunity to learn:

- the placement organization's goals and how work is organized
- workplace practices and the nature of work in the organization and section
- about personal work behavior and patterns
- to evaluate their own performance
- communication skills
- about working with people and with feedback from others
- about self-management to plan and complete projects
- self-confidence and a willingness to take initiatives
- to reflect on the assignments and overall placement experience to learn from it
- about their own career aspirations
- work-related skills

Assessment

Weekly supervision of the student is the responsibility of the placement supervisor.

The placement supervisor, academic supervisor, and the student will discuss a method for reviewing and assessing the student's work during the placement.

If the student is not meeting expectations during the placement, the placement supervisor is urged to alert the academic supervisor as soon as possible.

Mid-way through the placement the academic supervisor will check in with the placement supervisor and student to see if there are any problems or questions.

At the end of the placement, the placement supervisor will review the work submitted for assessment and recommend a grade to the academic supervisor. The decision about the final grade for the course rests with the academic supervisor.

Placement Site

A placement organization that has a student working at a Placement organization's worksite must:

- * Ensure an appropriate work setting, including consideration for health, safety, and welfare of students that is consistent with Ministry guidelines.
- * Comply with all applicable laws, including, but not limited to, the Employment Standards Act and all applicable health and safety regulations. Where no health and safety regulations are present, at minimum Canadian health and safety standards will apply.
- * Provide an orientation, which will include, at minimum, information pertaining to occupational safety, health and security for students and to provide reasonable access to facilities, equipment, and resources for use of the Student that may reasonably be required to enable the student to satisfy the practicum's learning outcomes.

The University undertakes to ensure that all students, throughout their term of placement, have the appropriate WSIB or equivalent coverage, if required, and ensure that all students have requisite personal insurance coverage (including OHIP and/or the University health insurance plan) in the event of an incident or injury. Any and all claims arising from incidents or injury of a student during the placement term shall be managed by the University. The placement site will cooperate fully with the University in managing any such claim. The University shall ensure that students are aware of their responsibility to immediately report any work-related injuries or diseases sustained by the student during the placement term to the placement site's Occupational Health and Wellness Department, as well as to the University, as soon as is reasonably possible.

Students on Placement are Not Employees

Students will not be deemed to be employees of the placement site or the University and will not at any time replace or substitute for any employee of the placement site. The student will not perform any of the duties normally performed by an employee of the placement site except such duties as are a part of their training and are performed by the student under the direct supervision of a placement site employee.

Placement organizations' policies concerning student placements and their financial capacity vary considerably. Since students on placement are not employees, payment to a student is optional. There may be no payment of any kind, OR an honorarium provided as a parting gift, OR a regular payment determined by the placement organization. Any honorarium or payment or lack thereof will be consistent with the organization's internal policies regarding payment of placement students who are not employees and receiving University credit for their work.

Instructions for Students on Placement

Checklist:

- 1) Discuss your plans with your academic supervisor.
- 2) Locate a placement opportunity and find your on-site placement supervisor.
- 3) Complete the Placement Information Form and register in the course.
- 4) Review the information sheets and sign the Student Declaration of Understanding and Agreement.

The placement provides a unique opportunity for work-related experience to complement and extend classroom study. The Placement Information Form will spell out your duties, assignments and anticipated skill development during the placement. Over the placement, students are expected to compile a portfolio on their experience that includes key documents, identifies learning and work-related skills developed through the placement, and captures the experience in a resumé to meet the requirements of PECO 5904/5.

Developing Your Portfolio

Students will work under the guidance of their faculty advisor to complete a **portfolio** that will include:

- The signed Placement Information Form
- A learning plan, including learning objectives identified by the student
- Description of the placement organization
- Academic and placement assignments (the assignment itself and the completed work)
- Professional biographical statement
- Current resume

Developing a Learning Plan

Students should be prepared to discuss personal learning goals—what they would like to learn about during the placement—with the Academic and On-Site Supervisors in order to complete the Placement Information Form at the beginning of the placement, beyond the list of learning goals provided to Placement Supervisors, listed here.

As part of a course placement a student should have the opportunity to learn:

- the placement organization’s goals and how work is organized
- workplace practices and the nature of work in the organization and section
- about personal work behaviour and patterns
- to evaluate their own performance
- communication skills
- about working with people and with feedback from others
- about self-management to plan and complete projects
- self-confidence and a willingness to take initiatives
- to reflect on the assignments and overall placement experience to learn from it
- about their own career aspirations
- work-related skills

Once personal learning goals are identified the student should discuss and develop a plan to achieve those learning goals with her placement and academic supervisors.