



Course Syllabus

LFS 496B – E: Career Development Internship (3-6 credits)

Instructor

Hannah Wittman
179 MacMillan Building
604 822-1644
hannah.wittman@ubc.ca

Class meets

LFS 496B - 3 workshops. Dates TBD. MCML 170A.
LFS 496E - 6 workshops. Dates TBD. MCML 170A.

Calendar description

Technical work experience appropriate to students' career goals. Enrolment subject to availability of work placements.

Course Overview

The goal of the work experience program is to prepare our graduates both professionally and academically for future careers through mentored experience in the workplace. Student preparedness for the workplace can be raised by critically reflecting on work experiences through being observant, seeking information, and analyzing self. Through this course, students actively apply the theory they have received in their undergraduate courses and related training. This is done in a conscious, practical manner in their day-to-day lives in their chosen work environment under the supervision of the on-site supervisor and the Course Instructor. Using reflection and course assignments, students are encouraged to actively engage in analyzing their professional experiences, reactions and behaviors while working and learning about employment in today's job market.



Course Learning Outcomes

Learning Outcomes	Accomplished By:	Evaluated by:
Increase employability.	Training in resumé and cover letter writing. Practical experience in chosen career.	Updated professional peer-reviewed resumé and cover letter. Create and perform personal 'elevator pitch' to class.
Raise consciousness of self as an individual and as an employee.	Self evaluations. Keeping a journal.	Growth shown during course progression. Journal account of raised awareness specific to experience.
Develop specific knowledge and skills directly related to the work experience.	Practical experience. Oral presentation to summarize skills learned.	Work place mentor.
Understand an organizational structure and process.	Practical experience. Peer group discussions about work place issues.	Explain the corporate or organizational structure of mentor site in final report.
Self-evaluate problems in the work place.	Journal, peer group discussions, and oral presentations.	Accounted for journal.
Increase soft skills (e.g. communication, team building skills).	Practical experience. Peer group discussions. Oral presentation.	Communication skills assessed (and verbal feedback given) regularly in class through evaluation by peers and instructors.
Develop critical thinking skills.	Peer group discussions. Journal.	Evaluated verbal dialogue showing unique thought or approach.
Develop a resumé and cover letter.	Resumé and cover letter workshop. Understanding one's capabilities, behaviours and identity.	Updated professional peer-reviewed resumé and cover letter. Create and perform personal 'elevator pitch' to class.
Develop skills on how to prepare for a job interview.	Job interview by faculty and by work site mentor.	Performed for acceptance into program by instructor and mentor and refined throughout course.
Apply knowledge from courses to the practical setting and vice versa.	Confirmed by oral presentation and written final deliverable.	Must identify the links to curriculum in report.
Improve time management skills.	Time deadlines, work assignment deadlines.	Penalties (reduced marks) for missing deadlines and coming unprepared to workshops.



Course requirements

This is a 3 or 6 credit course marked as Pass/Fail. In addition to the required number of work experience hours, enrolled students will complete 3 (LFS 496B) or 6 (LFS 496E) workshops that incorporate in-class discussion, oral presentations by classmates and guest and instructor presentations. To receive credit for this course you will need to complete all of the following course components:

- Complete the required number hours of work at your assigned work site;
- Complete the agreed-upon deliverable between you and your work place mentor (e.g. Project report, etc.);
- Participate in required number of workshops and participate in class discussions.
- Submit a journal assignment focusing on critical reflections from your work experiences.
- Report on your internship experience via an oral presentation to your peers and work place mentor.

Course evaluation outline

Item	Training provided by	Reviewer/Evaluator
Internship Application Cover Letter	N/A	Workplace mentor
Internship Application Resume	N/A	Workplace mentor
Interview	N/A	Workplace mentor
Workplace Engagement (attendance, professionalism, group communication, team leadership)	Advising from workplace mentor and course instructor.	Workplace mentor Course instructor
Workshop Participation (attendance, participation to group discussion, preparation material ready)	Advising from course instructor.	Course instructor Student peer evaluation
Journaling Assignment (reflection on learning objectives, weekly written accounts, bring forward issue to group from their experiential learning)	Advising from course instructor.	Course instructor
Final report and/or deliverable agreed on with your work place mentor	Advising from course instructor and work place mentor.	Course instructor. Workplace mentor.
Final oral presentation	Advising from course instructor.	Course instructor. Student peer evaluation.



LFS 496(B-E) Summer Course Timeline:

Date	Exercise
May 9, 2016 1:00 – 2:30	Course overview - Introduction, syllabus, discuss assignments and evaluation system, journal reflection, reflection on learning outcomes Workshop A - Ethical and legal issues, workplace safety and managing stress, workplace communication, development of a work plan.
May 10, 2016 Start time TBD by the work placement supervisor	Work placement starts. Start journal writing.
May 25, 2016 3:00 – 4:30	Workshop B – Knowing your workplace, discussion of work place issues, how to address and resolve innovation and conflict, question period for final report and presentation.
Online	Workshop C – Resume and cover letter review, oral presentation guidelines, elevator pitch. Optional for LFS 496B. Mandatory for LFS 496E.
Online	Workshop D – “Moment of Significant Change” reflective exercise. Revisiting and assessment of initial learning outcomes. Optional for LFS 496B. Mandatory for LFS 496E.
Online	Workshop E – Impact of work placement on understanding of your academic discipline and impact of discipline on understanding of work placement responsibilities. Optional for LFS 496B. Mandatory for LFS 496E.
August 3, 2016 3:00 – 4:30	Workshop F – “Expanding outward” – sharing the learning. Oral presentation of learning from work placement and discipline to intern cohort.
August 12, 2016	Work placement and internship ends. Submit journal entries and final deliverable to your work placement supervisor.



LFS 496(B-E) Winter Semester 1 Course Timeline:

Date	Exercise
TBD	<p>Course overview - Introduction, syllabus, discuss assignments and evaluation system, journal reflection, reflection on learning outcomes</p> <p>Workshop A - Ethical and legal issues, workplace safety and managing stress, workplace communication, development of a work plan.</p>
September 6 th , 2016 Start time TBD by the work placement supervisor	<p>Work placement starts. Start journal writing.</p>
TBD	<p>Workshop B – Knowing your workplace, discussion of work place issues, how to address and resolve innovation and conflict, question period for final report and presentation.</p>
Online	<p>Workshop C – Resume and cover letter review, oral presentation guidelines, elevator pitch. Optional for LFS 496B. Mandatory for LFS 496E.</p>
Online	<p>Workshop D – “Moment of Significant Change” reflective exercise. Revisiting and assessment of initial learning outcomes. Optional for LFS 496B. Mandatory for LFS 496E.</p>
Online	<p>Workshop E – Impact of work placement on understanding of your academic discipline and impact of discipline on understanding of work placement responsibilities. Optional for LFS 496B. Mandatory for LFS 496E.</p>
TBD	<p>Workshop F – “Expanding outward” – sharing the learning. Oral presentation of learning from work placement and discipline to intern cohort.</p>
December 2 nd , 2016	<p>Work placement and internship ends. Submit journal entries and final deliverable to your work placement supervisor.</p>