

DAN MANAGEMENT INTERNSHIP PROGRAM

MOS 3494 - Internship Course Information and Outline 2023 - 2024 Academic Year

Contact: Experiential Learning Coordinator, Careers & Experience

Email: mosintern@uwo.ca

Office Hours: Please email to set up an appointment

Welcome to the DAN Management Internship Program. Please read the enclosed information carefully, as it will outline the course dates, assessment and other important information.

Course Description

Using an application/interview process, students are selected for an 8-16-month work term in a sponsoring agency approved by the Department of Management and Organizational Studies. During the work term, students will complete an interim report. Following the work term, interns must complete a written report and oral presentation on work undertaken during the internship.

Pre or Co-requisite(s)

Prerequisite(s): Permission of the Faculty of Social Science. Applicants must have an average of at least 70% and be enrolled in a DAN Management Honours Specialization, Specialization or Major module and have at least 3.5 credits remaining in their degree plan.

Students must also complete the following preparatory requirements:

- Attend a resume workshop [DATE TAB].
- Complete the resume assignment by November 14, 2022.

Course Evaluation

Student assessment will be an assignment of a pass/fail grade. In order to receive a pass for this academic course, students must successfully complete [receive a passing grade] **each** of the 4 components of the course **by each deadline**.

2. Preparation [2022-23 Academic Year]:

- Attend the mandatory Career Fundamentals Workshop (online or live) and a DAN Management Internship Information Session.
- Complete the resume assignment by November 14, 2022.
- *For International students:* Submit co-op work permit by deadline communicated by Experiential Learning Coordinator.
- Attend virtual pre-departure meeting in April 2022 [DATE TBA].

3. Internship Work Term [2023-2024 Academic Year]:

- Participate in mid-point check-in call with Experiential Learning Coordinator [Date TBA].
- Relationship Developer will contact your supervisor at the midpoint of your work term to discuss your progress. Please ensure your supervisor is aware of this requirement, and that we will be in touch.
- The Final Evaluation from your supervisor is due **SEPTEMBER 6, 2024 at 11:55pm**.

4. Final Assignment: Technical Report or Work Term Video or Blog Post & Self-Assessment

- Complete and submit written technical report, video or blog post (choose **one**) and Self-Assessment by **SEPTEMBER 6, 2024 at 11:55pm** through OWL.
- Refer to the “**MOS 3494 – Final Assignment**” document for details on what to include for each option and how it will be assessed.

5. Presentation [Fall 2024]:

- Attend Welcome Back event [Date TBA] and sign up for a presentation date.
- Complete presentation by **November 3, 2024**.

Course Dates

Date	Event	Details
Fall 2022	Introduction to the MOS Internship Program	Information Session
Fall 2022	Introduction to Cover Letters, Resumes, and Interview Skills	Workshop by Careers & Experience or Online Modules
Fall 2022	Resume Review	Receive feedback from WERC, EL Coordinator or C & E staff
Winter 2023	Pre-departure meeting	Review program policies, expectations and best practices for success during your work term
2023 - 2024 (dates vary by contract)	Internship work term (8 - 16 months) Mid-point check in calls	Students start their internship between May - Sept 2023, and return to full-time studies in Sept 2024 Experiential Learning Coordinator will organize a mid-point check in with the student Relationship Developer will organize a mid-point check in with internship supervisor

Sept 6, 2024 by 11:55PM	Supervisor submits Performance Evaluation (mosintern@uwo.ca) Submit Final Assignment (Report, video, or blog) & Self- Assessment (OWL)	Deadline to submit Performance Evaluation and Final Assignment
September 2024	Welcome Back event [Date TBA]	Students will gather and initiate selection and planning of presentation dates
Fall 2024 (Sept - Nov 3, 2024)	Presentation (5 minutes; to undergraduate students)	Students will complete their presentation requirement

Plagiarism

Students must write their essays and assignments in their own words. Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Academic Calendar). Students are not to use translation software (e.g., Google Translate) or AI-assisted software (e.g., Chatgpt) in the writing of the final report.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com <http://www.turnitin.com>.

Code of Student Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>. Students must also comply with any requirements (e.g., dress code, behaviour) that their employer stipulates.

Requesting Academic Accommodation

Accessible Education plays a central role in Western's efforts to ensure that its academic programs are fully accessible to all students. If you require disability related academic accommodation for your course or program activities, please contact Accessible Education to arrange an appointment to discuss your options as soon as possible. Accessible Education can be reached at 519-661-2147 or aw@uwo.ca.

Due to the varied nature of internship, co-op, and practicum placements, classroom and exam accommodations may not be extended to these placement sites. Please see Accessible Education for assistance in making appropriate accommodation arrangements if required.

Non-Discrimination and Harassment

Western is committed to providing a working and learning environment that is free of discrimination and harassment. Students are encouraged to be familiar with the University's policy and procedures (links provided below), as well as those of the internship site. A student who believes that he or she has been subjected to discrimination and/or harassment, should immediately report his or her concerns to Western's Equity & Human Rights Services. Visit www.uwo.ca/equity for more information.

Western's Non-Discrimination/Harassment Policy:

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf

Western's Non-Discrimination/Harassment Procedures:

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135_procedure.pdf

Confidentiality

Students have a primary responsibility to respect client confidentiality and safeguard verbal and written information obtained during the course of their internship. Students are encouraged to discuss the specific confidentiality policies of their site with the internship supervisor.