

**Faculty of Arts & Humanities, Western University**  
**Arts & Humanities Internship Program (AHIP)**  
**AH 3000A/B/Y, AH 3001A/B, & AH 3002 Syllabus**

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## **COURSE DESCRIPTION**

This academic internship course is designed to provide students with opportunities to apply their skills and knowledge through paid or unpaid work experience while gaining academic credit. Students may pursue internships with approved institutions or industries. In some cases, the internship credits can be applied to their modules in the Faculty of Arts & Humanities (FAH).

Students must also submit assignments on their experience(s) for marking to the EL Specialist. The **Arts & Humanities Internship Program (AHIP)** [website](#) and the [AHIP site](#) in OWL Brightspace are the central repositories for course information and assessment submission.

While we invite students to participate in an internship with one of AHIP's partners, students also have the option of finding an internship through an external job board, employer website, or professional/personal network. For more information, go to the [Internship Information for Students](#) page on our website.

We define an internship as a realistic job preview in a student's field of choice. Internships can be paid or unpaid, part-time (Fall, Winter, Summer) or full time (Summer).

Students must work **at least 120 hours** for a 0.5 academic credit and 240 hours for a 1.0 academic credit. Students may count a maximum of 1.0 credit in total (two 0.5 credits or one 1.0 credit).

## **Course Codes**

AH 3000A/B/Y is the 0.5-credit, Pass/Fail internship course. The student is enrolled in this course once all the internship agreements are signed and given their Pass/Fail grade when all the internship requirements are complete.

AH 3001A/B is a 0.0-credit course code put on the student's academic record to indicate that an internship is occurring in a particular term.

AH 3002 A/B/Y is the course code for a non-credit (0.0-credit) internship.

## **COURSE OBJECTIVES**

Upon successful completion of the internship, the student will . . .

- understand how knowledge and skills gained through their academic program of study can be applied in a professional workplace environment.

- develop new knowledge and understanding to facilitate connections between theory and practice.
- demonstrate gains in career and personal development, such as heightened professionalization, self-awareness, ethical citizenship, and understanding of work and personal values.
- learn that, as Arts & Humanities students, they are building knowledge and developing skills that are valuable in, and can be adapted to, many different working environments.
- identify career opportunities related to their discipline and see connections with other areas of study.
- develop and be able to articulate soft (transferable) and hard skills and career competencies.
- identify areas for future knowledge and skill development.

## **LEARNING OUTCOMES**

This course has been designed to allow students the opportunity to put academic knowledge into real-world practice; to reflect on the value of experiential learning to community, university, and self; to produce work of reciprocal value to site and student; and to present key results and learning to peers and faculty.

## **UNIVERSITY POLICY ON PREREQUISITES**

You are responsible for ensuring that you have successfully completed all course prerequisites and that you have not taken an antirequisite course. From the Senate: “Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course, and it will be deleted from your record. The decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

### **Prerequisites**

Students must . . .

- be registered in the third or fourth year\* of an Honours Specialization, Specialization, or Major in the Faculty of Arts and Humanities.
- have a cumulative average of at least 70% and no failures or academic offenses.\*\*
- have an eligible work permit (international students only).
- have the approval of their Department and Dean’s Office in the Faculty of Arts & Humanities.

\* Year 2 students can complete the required Internship Preparation (see below) anytime in their second year and count an internship for credit as early as the Summer term before their third year.

\* Year 4 students planning to graduate in June may not be eligible and should consult Academic Counselling in their home faculty about their eligibility. Special Students should consult Academic Counselling about their eligibility.

**\*\*The AHIP application process includes verification that the student has not been found guilty of a Scholastic Offence. In applying to the AHIP, you thus agree to allow the Experiential Learning Team to consult with the faculty's Associate Dean, Academic in this regard.**

### **APPLICATION PROCESS AND REQUIREMENTS:**

Students must apply for the AHIP through [Western Connect](#). If they are eligible, the status of their application will appear as "Conditionally Approved" in Western Connect until they complete the following internship preparation and upload all (screenshots of) certificates to the [Assignments page](#) in the AHIP site in OWL Brightspace:

- **Career Fundamentals**

Complete 4 [Career Fundamentals for University Students](#) modules ("Developing a Resume and Cover Letter," "Interview Skills," "Job Search Skills," and "Career Decision Making") in OWL Brightspace.

Please take a screenshot of each module's completion page and upload all 4 to the AHIP Brightspace Internship Preparation Assignment page (more about this below).

- **CliftonStrengths Assessment and Modules**

To access the assessment, [click this link](#), scroll down, and click "Take the Assessment." When you've finished the assessment, download your Top Five Strengths report.

Then complete the [3 online CliftonStrengths modules](#): "Introduction to a Strengths-Based Approach," "Exploring Your Unique Top 5 CliftonStrengths," and "Leveraging Your CliftonStrengths at Western." Note! These modules will not open in Firefox but will in Edge and Chrome.

Take screenshots of your Top 5 strengths and the modules' certificates and upload them to OWL Brightspace.

- **Bias and Microaggressions Training**

Complete the [Bias and Microaggressions: Impact, Prevention, and Intervention training on OWL](#). Upload the certificate of completion to OWL Brightspace.

- **Resume/Cover Letter Review**

Have your resume and cover letter reviewed by a Peer Advisor from [Western's Career Education Peer Advisor Program](#).

First, read Western's Careers & Experience [resume](#) and [cover letter](#) resources which include the checklists that the Peer Advisor will use to evaluate your resume and cover letter. Then either go to UCC 210 for an in-person appointment or send your cover letter and resume to [cepa@uwo.ca](mailto:cepa@uwo.ca).

For an in-person review, ask the Peer Advisor to sign the checklists, giving their name and date of review. Upload photos or scans of the signed checklists to Brightspace. For an emailed review, upload a screenshot of the Peer Advisor's email and your Assessment Checklists.

**Note!** The Peer Advising Service is closed during the exam periods, reading weeks, and December holidays.

You should have a total of **9 screenshots or certificates**: Career Fundamentals x 4, CliftonStrengths x 2, Bias and Microaggressions x 1, and Resume and Cover Letter Review x 2.

We strongly **recommend** that every student . . .

- participates in relevant **workshops or events** offered through Careers & Experience (listed on the [Career Workshops](#) page on Western's [Career Education](#) website).
- completes **interview preparation** using [Interview Warmup](#) or Western's [Interview Prep](#) to get more comfortable with the interview process.
- incorporates their CliftonStrengths into their application materials.

The Experiential Learning Specialist (ELS) or Assistant will review the application in Western Connect and confirm that the academic and non-academic criteria have been met.

## **FINDING AN INTERNSHIP**

Once accepted into the internship program, the student can apply for internships posted by AHIP partners and other organizations in Western Connect or on external sites, such as LinkedIn, Monster, and Indeed. A student may also develop their own internship by contacting an organization or making use of their professional network.

### **Note!**

1. The student is ultimately responsible for finding internship or CEL opportunities and fulfilling the EL requirement.
2. To count a student-found internship for academic credit, the student must contact the [AHIP Team](#) **well before the start date** of the internship to get it approved.
3. The student is responsible for transportation to and from the EL opportunity or, if the opportunity is remote, for having the required technologies at home.
4. Not meeting the following conditions could result in the student being terminated from the position and receiving a failing grade in the course:
  - a. students will treat the EL opportunity as seriously as a classroom course and a professional experience.
  - b. students must demonstrate professional behavior (e.g., punctuality, attendance, positive attitude, etc.).

5. If the student must leave an EL opportunity prior to the end date agreed upon with the employer, two weeks' written notice must be given to the EL Specialist and the employer.
6. If a problem should arise during, or if the student has any concerns about, the EL opportunity, the student should immediately contact the EL Specialist, who will consult with the supervisor (and if necessary, an employer, academic counsellor, associate dean, etc.) to resolve the issue.

## **INTERNSHIP AGREEMENTS**

Before the internship begins, the AHIP Team will send the supervisor at the employer organization the **Student and Internship Partner Expectation Agreement** to be completed.

This agreement defines and details the internship and outlines the student's and supervisor's responsibilities in the internship. The student and ELS will review and sign it. The ELS will send copies of the fully signed agreement to the supervisor and student for their records.

For an unpaid internship, the student must also review and complete a **Student Declaration of Understanding** which explains the insurance provided through the Ministry of Colleges & Universities.

Once the necessary agreements are in place, the student will be added to the appropriate internship course(s) (ARTHUM 3000A/B/Y, ARTHUM 3001A/B, ARTHUM 3002A/B).

## **Fees**

The student is required to pay an internship administrative fee:

- for-credit, paid internship: \$150
- for-credit, unpaid internship: \$100
- non-credit, paid or unpaid internship: \$75.

The administrative fee must be paid upon enrollment in ARTHUM 3000A/B/Y or 3002A/B/Y and will be applied to the student's Student Centre account.

## **Accessibility**

Accessibility in experiential learning is a top priority. If accommodations can be of support to you throughout the internship process, please reach out to Accessible Education at [aew@uwo.ca](mailto:aew@uwo.ca).

## **INTERNSHIP ASSIGNMENTS**

Students will complete assignments at the beginning, middle, and end of the internship. The assignments are designed to enhance the student's work and learning experiences.

1. **Learning Outcomes:** At the start of the internship and in collaboration with their work supervisor, the student completes a form in which they define the learning outcomes and goals of the internship.

2. **Midpoint Check-In:** Halfway through the internship, the student will complete a Midpoint Check-In form as a review of their progress in the internship to date. This informal question-and-answer-style form prompts you to write about your experience and the achievements you've made or obstacles you've faced up to that point. The Midpoint Check-In is NOT shared with the work supervisor, so students are encouraged to be as open and honest as possible.
3. **Final Report:** At the end of the internship, the student will submit a formal, essay-style report in which they reflect on their experience and personal and professional development. The report is graded according to the rubric at the bottom of the form.
4. **Internship Reflection:** After the internship, the student will submit EITHER a video OR written reflection that highlights their internship experience and learning. It will be published publicly on the [AHIP website](#) for peers, community partners, faculty, etc. to see (vs. the Final Report which is not shared). The Internship Reflection is submitted with the Final Report.

Click the links above to download the forms. The due dates for the assignments are given in the email the ELS sends to confirm enrollment in the internship course.

The ELS sends separate Midpoint Check-In and Final Evaluation forms to the Internship Supervisor.

### **Format and Citations**

Students must write their Learning Outcomes, Midpoint Check-In, Final Report, and Internship Reflection 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 citing their sources.

All bibliographic notations must use the MLA method of parenthetical notation and include a Works Cited page. For more information, consult the *MLA Handbook*, 8<sup>th</sup> or 9<sup>th</sup> ed. (some information on the MLA method can be found in the [Purdue Online Writing Lab](#)).

The **MLA Format** is a means of organizing your writing to ensure that you are writing to a professional standard and properly citing any sources you may happen to use. In other courses, you may be required to write papers in APA or Chicago style. It is your responsibility to know the differences between the writing styles.

Plagiarism will not be tolerated, and AI programs, such as ChatGPT, may NOT be used to generate content for any of the assignments. The use of such programs will be considered an academic offence. Please see the statement about AI in the "Academic Integrity" section, below.

### **Submitting Your Assignments**

To submit an assignment, go to **the AHIP site in OWL Brightspace**. Click the Assessments tab in the navbar, then [Assignments](#) and the appropriate assignment option.

All assignments associated with a 1.0-credit internship or first 0.5-credit internship should be uploaded to the “[First Internship \(0.5 or 1.0 credit\)](#)” assignment page. All assignments associated with a second 0.5-credit internship should be uploaded to the “[Second Internship \(0.5 credit\)](#)” assignment page. Email [ahintern@uwo.ca](mailto:ahintern@uwo.ca) if you are not sure which assignment page to use.

Follow the instructions on the site to upload your assignment. Make sure you receive confirmation that your submission has been uploaded and save the email confirmation OWL will send you. Paper copies will not be accepted.

### **Evaluation and Late Assignment Policy**

Students must successfully complete **all the internship assignments** noted above by their assigned due dates. The marker will read each assignment and, if the student has fulfilled all the requirements, will mark the assignment as Complete.

When a student has *not* contacted the AHIP Team to change the due date or does not have academic accommodation and the assignment is **more than one week late**, the marker will assign a “**Fail**” to the assignment.

ARTHUM 3000A/B/Y is a **Pass/Fail** course. If all the assignments are not completed by the due dates or one-week grace periods or if any submissions do not fulfill the assignment requirements, the student will receive a Fail for the course.

## **ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT**

### **Plagiarism and Academic Offenses**

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence.” See the University Secretariat’s “[Rights and Responsibilities](#)” webpage in the PDF “[Scholastic Discipline for Undergraduate Students](#).”

The Senate continues, “Plagiarism and other scholastic offences will be prosecuted to the fullest extent that university regulations allow. In its academic calendars, Western University defines plagiarism as “The act or an instance of copying or stealing *another’s words or ideas* and attributing them as one’s own” (emphasis added). Plagiarism includes, but is not limited to, the unauthorized use of AI tools such as ChatGPT to create content that is submitted as one’s own.

In this course, students are NOT permitted to use AI tools. Students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism. Assignments should reflect the student’s own thoughts and independent written work.

“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>).”

All instances of plagiarism will be reported to the Faculty of Arts & Humanities’ Associate Dean, Academic. Proven cases of plagiarism will result in a failure for the course.

If you are not sure what plagiarism is or what constitutes an academic offence, *ask!* The university assumes that all students have read “[Scholastic Discipline for Undergraduate Students](#)” and are thus knowledgeable about academic integrity. Remember, ignorance is no excuse.

### **Code of Student Conduct**

Students are bound by the [Western University Code of Student Conduct](#) while registered as Western students. This Code thus applies to off-campus and summer work experiences until graduation.

Section A, Article 1 of the Code states, “The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, 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.”

### **Confidentiality**

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

### **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 Non-Discrimination/Harassment Policy and Non-Discrimination/Harassment Procedures, as well as the policies and procedures of the internship site.

A student who believes that they have been subjected to discrimination and/or harassment, should immediately report their concerns to Western’s [Human Rights Office](#).

### **TALKING TO THE AHIP TEAM**

We are more than happy to meet with students to talk about the EL requirement, opportunities, job-market prep, etc.

### **Office Hours**

Because there is no class time for the internship course(s) and students work at different times, no office hours are scheduled for this course. Students who wish to talk to us must email [ahintern@uwo.ca](mailto:ahintern@uwo.ca) to book an in-person, phone, or Zoom appointment.

We are extremely busy people, so please be considerate: if you schedule an appointment, keep it! We will not book further appointments with any student who misses more than two scheduled appointments unless that student has a darn good reason (i.e., sudden onset of some tropical disease, natural disaster, etc.). Do not expect instructors and staff to be at your beck and call.

There may be times—because of illness, conflicts, snowstorms, etc.—when we must cancel appointments. We will let you know as much in advance as possible and reschedule.

### **Email**

We are happy to communicate with students via e-mail but can't always respond instantly; please allow 48 hours for a response and remember that we may not check email after the end of workdays or on weekends. Therefore, emails received Friday to Sunday will be answered no later than Tuesday.

### **Telephone/Zoom Meeting**

Students wanting to engage in an extended conversation can contact us by email to set up a convenient time for both parties when we will talk in person, over the phone, or via Zoom. Please provide a phone number, or we will send the link for the Zoom meeting, and we will contact the student at the agreed-upon time.

We sincerely encourage you to make use of the AHIP Team. Unfortunately, most students wait until the last minute to consult faculty or staff or avoid doing so. Do not hesitate to contact us to talk or ask questions about any topic or issue related to the internships and its requirements. Please contact us well ahead of deadlines.

### **ACADEMIC ACCOMMODATION (Extensions / Medical Policy)**

You may need special arrangements to meet your academic obligations during the school year because of accessibility or medical issues, religious obligations, etc. Contact the appropriate person (course instructor, program director, academic counsellor, staff member in Student Services, etc.) as soon as possible after the need for accommodation is known to exist.

Students seeking academic accommodation on medical or other grounds for assignments should contact us at [ahintern@uwo.ca](mailto:ahintern@uwo.ca) to arrange an extension of no more than two weeks to complete the assignment(s) without presenting medical documentation.

Students seeking academic accommodation for longer than two weeks must apply to the Academic Counselling office in their home faculty. Whenever possible, the student should request accommodation well in advance of the due date (preferably at least a week in advance) and have a valid reason for the extension backed by documentation.

In all cases, if the academic counsellor believes the student has a valid need for an extension, the academic counsellor will then contact us. Only once we have been contacted by your academic counsellor will we grant the extension.

The Western University “Policy on Academic Consideration for Medical Illness—Undergraduate Students” can be found [here](#); the Student Medical Certificate (SMC) can be found [here](#).

### **Academic Advising**

Your Home Faculty’s Academic Counselling or Academic Advising Office will support or refer whenever you have an issue that is affecting your studies, including information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic-related matters.

Do not hesitate to reach out to them if you are struggling and unsure where to go for help. Contact info for all Faculties is here: [https://registrar.uwo.ca/faculty\\_academic\\_counselling.html](https://registrar.uwo.ca/faculty_academic_counselling.html)

### **Accessibility**

Students with disabilities are encouraged to register with [Accessible Education](#) at the earliest opportunity. “Accessible Education plays a central role in Western's efforts to ensure that its academic programs are accessible for all students.” Click the following link for the [Western University Policy on Academic Accommodation for Students with Disabilities](#).

Students requiring assistance and/or letters of accommodation should go to the [Accessible Education](#) page on Western’s Student Experience’s [Academic Support & Engagement](#) (SDC) website.

### **Religious Accommodation**

Western’s Policy on the [Accommodation for Religious Holidays](#) page is posted on the University Secretariat’s “[Rights and Responsibilities](#)” webpage and in the Academic Calendar. Also see the [CCDI Diversity Calendar](#) for the list of recognized religious holidays posted on the [Resources](#) page on Western’s [Equity, Diversity & Inclusion](#) site.

## **FURTHER INFORMATION FOR STUDENTS**

### **Health and Wellness**

If you are having health issues and/or difficulties coping with the pressures of academic life or life in general, please seek assistance immediately from a health-and-wellness professional.

To book an in-person or telehealth appointment with a physician, counsellor, psychologist, or psychiatrist or for any other service provided through Health and Wellness Services, call (519) 661-3030. If you require further clarification, see the Health and Wellness [Book a Physical Health Appointment](#) webpage.

Students who are in emotional/mental distress should refer to the [Wellness and Well-being](#) site for a complete list of options for how to obtain help.

Immediate help in the event of a crisis can be had by phoning (519) 661-3030 or for 24-hour phone crisis assistance, (519) 433-2023. Please call 911 if your safety or the safety of others is a concern. Additional crisis supports can be found [here](#).

If you require further clarification, please email [health@uwo.ca](mailto:health@uwo.ca). For more information, go to the [Wellness and Well-being](#) website. Never hesitate to seek assistance with any problem you may be having.

### **Gender-Based and Sexual Violence**

Western University [is committed to reducing incidents of gender-based and sexual violence](#) and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, [here](#). To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

### **Learning Development and Success**

Counsellors at the [Learning Development & Success Centre](#) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre and year-round through individual counselling.

### **Appeals**

For information on appealing a mark, grade, the finding of a scholastic offence, etc., or discussing concerns about a university-related situation, go to the [Office of the Ombudsperson website](#). Follow the link for Western's policies on "[Undergraduate Student Academic Appeals](#)."

### **Further Information**

[Student Finances](#) is your main source of information for OSAP, bursaries, loans, scholarships, the work-study program, and [financial counselling](#).

Further support can be found on these websites: [Student Experience](#), [Current Students](#), [Office of the Registrar](#), [Student Center](#), and [Academic Support & Engagement](#).

Student-run support services are offered by the USC. See the [Services](#) website.

For further information, including the regulations governing Term Work, Exams, Faculty Office Hours, Academic Relief (appeals, petitions, complaints), and other matters, please see the [Academic Policies](#) page in the University Secretariat's website and the [Student Services](#) pages in the Academic Calendar and the Western Student Guide, SAO Handbook, and other publications posted on the [Academic Calendar](#) webpage.