

AGSC 496 – Career Development Internship (3 credit Course)
University of British Columbia September 2008

Instructor:

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Class meets:

5 (3-4 hr) workshops – TBA Room #: McMI 350

Calendar description:

AGSC 496 Career Development Internship (first term, 3 credits). Supervised 80 hours (1 term) of technical work experience appropriate to student’s career goals. Critical thinking, self-analysis of performance in the work environment and evaluation with mentor and course coordinator. Attendance of 5 workshops, developing an e-portfolio, keeping a journal, written assignments, oral presentation and a final reflective written report are required. Prerequisites: AGSC 250 and at least second year standing. Enrolment subject to competition and 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 awareness and preparedness can be raised by experiencing work in an academic agenda by 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 Community Partnerships Manager. Using e-portfolios, reflection and course assignments students are encouraged to actively engage in analyzing their emotional reactions and behaviours while working and learning about a job. The ultimate outcome is to learn what it takes to be a productive employee 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.
Evaluate working environments.	Peer group discussions. Assignments on workplace issues.	Formal evaluation of student at workplace. Formal evaluation of student by workplace mentor.
Raise consciousness of self as an individual and as an employee.	Self evaluations. Keeping a journal.	Growth shown during course progression. Final report account of raised awareness specific to experience.
Develop specific knowledge and skills directly related to the work experience.	Practical experience. Oral and written presentation to summarize skills learned.	Incorporating readings and experience into writings in all assignments with minimum number required.
Understand an organizational structure and process.	Practical experience. Reading assignments. Peer group discussions about work place issues.	Explain the corporate or organizational structure of mentor site through assignments.

Self-evaluate problems in the work place.	Journal, 1 page reports, peer group discussions, and oral and written presentations.	Accounted for in written assignments and seminar and WebCT discussions.
Increase soft skills (e.g. communication, team building skills).	Practical experience. Peer group discussions. Oral presentation and WebCT.	Communication skills assessed (and verbal feedback given) regularly in class through evaluation by peers and instructors.
Develop critical thinking skills.	Peer group discussions. 1-page reports. Journal.	Evaluated in written assignments and 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.
Identify professionalism with an articulation of self as an employee, a member of a professional team and the role of ethics and expectations of professionals in image, habit and conduct.	Reading assignments, professionalism work shop.	Behaviour and skill evaluation in each seminar, written assignment and final presentation. This course is designed to emulate the workplace and professionalism is key.
Apply knowledge from courses to the practical setting and vice versa.	Confirmed by oral and written assignments.	Must identify the links to curriculum in assignments, which readings correspond from the text or which particular courses link and how.
Improve time management skills.	Time deadlines, work assignment deadlines.	Penalties (reduced marks) for missing deadlines and coming unprepared to workshop.

Course requirements:

This is a 3 credit course. In addition to the 80 hours of work experience there will be 5 mandatory workshops (3-4 hrs) that will incorporate web-based conferencing, in-class discussion, e-portfolio, oral presentations by classmates and lectures by the instructor. Each student is expected to read all of the assigned readings (to be able to discuss in class). To receive a grade in this course you will:

- Do 80 hours of work at your chosen work site
- Attend 5 workshops and participate in class discussions
- Contribute to on-line discussions (web-based conferencing)
- Submit journals to the instructor of your insights and reflections from your work experiences
- Write a 1-page report about workplace issues/experiences (and 1 optional report)
- Do an oral PowerPoint presentation
- Submit a final reflective portfolio report
- Create an e-portfolio