

ARTS 3000: Community-Based Learning

Faculty of Arts Internship
Fall 2019/Winter 2020
University of New Brunswick, Fredericton

Course Overview:

UNB Fredericton's Faculty of Arts Internship program places undergraduate Arts students in unpaid, for-credit internships with local non-profit organizations and community partners. This community-based learning internship adds valuable workplace experience to the Arts degree, by allowing students to develop practical skills that relate directly to their academic studies. Internships generally consist of completing weekly hands-on learning activities in addition to preparing a major project related to the ongoing work of the particular organization or partner with which the student is placed. If you are interested, you should apply either at the end of your second year (60ch) or third year (90ch) of full-time study for an internship in the following year.

Internships are supervised by a team organized through the Office of the Dean of Arts. The Dean's office staff coordinates the Faculty of Arts Internship, while onsite supervisors mentor students on the job, and faculty members supervise the academic projects of student interns.

For more information, please email artsinternship@unb.ca or visit our website: <http://www.unb.ca/fredericton/arts/internship>

General Internship Responsibilities:

Interns:

- Complete 7 hours onsite work per week, on a schedule determined in consultation with your onsite supervisor
- Fill out bi-weekly log sheets detailing completed and upcoming tasks, in consultation with your onsite supervisor (see template online)
- Complete readings and tasks as assigned by your onsite supervisor
- Complete assignments described below
- Set up and attend at least one meeting per term with your faculty supervisor to discuss progress, experiences, and your final project work
- Participate in 3 group discussion sessions per term (see timeline below, exact details TBA)

Onsite supervisors:

- Supervise and mentor interns onsite each week
- Review and sign off on bi-weekly log sheets of the intern's completed and upcoming tasks, in consultation with your intern and the internship committee (see template at the end of syllabus)
- Provide assigned readings and weekly tasks for the intern to complete
- Complete a final progress report assessing the quality of the intern's overall work, as well as their major accomplishments (a template will be provided to you by the internship committee)

Faculty supervisors:

- Meet with assigned student interns at least once per term (three meetings are

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more typical)

- Review, grade, and provide feedback on major project proposal and report (described below)
- Communicate with interns, coordinators, and onsite supervisors throughout the term

Coordinators

- Hold group discussions throughout the term to support student learning
- Be part of the student's mentorship team with faculty supervisors and onsite supervisors
- Track progress through log sheets and journals (described below)
- Assist in the evaluation of portfolios (described below)
- Communicate with interns, coordinators, and onsite supervisors throughout the term

Student Assignments and Assessment:

The academic portion of the internship helps you identify your relevant skills and reflect on how they can be applied in the workplace. To support this, the academic portion of the internship has the following components:

1. **Organizational contributions (journals, log sheets, and portfolio)** that provide you with opportunities to reflect on your internship over the course of the term. They also provide a basis for creating a job search portfolio and a CV to use when applying for jobs once you've graduated.
2. **Application of academic skills to workplace project(s):**
 - **Communications**
 - **Research**
 - **Organization and planning**
 - **Other**

There are a variety of major projects you can do at your internship placement (ranging from website design, to conference/event organization, to a major research and writing project, and more). We would like you to reflect on how this work utilizes previous skills and strengths, connects to your academic interests, and contributes to your skills development and growth as a professional. Your mentorship team (faculty supervisor, the Internship Coordinators, and the onsite supervisor) will guide you through this process to hone your academic skills and apply them to your workplace projects.

Assignments

Bi-weekly journal entries (Due every second Friday starting October 4 , 2019):

In approximately 350 words, summarize your day to day experiences and critical reflections on the internship as it progresses. We encourage you to reflect on the work you're doing and how your academic career has prepared you for it. We will provide you with a question to help frame each journal entry. You will submit your journal entries electronically through D2L.

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In general, your entries should include:

- a description of your daily tasks and reflections on what you are learning as you complete them;
- any challenges that you encounter and ideas on how you will overcome them;
- commentary on how you see your internship work relating to your Arts degree, and/or your future career goals;
- Reflections on the mandate and work of your placement organization.

Bi-weekly log sheets (Due every second Friday starting October 4, 2019)

In electronic form, fill out your bi-weekly log sheets (to be submitted on D2L every two weeks) and collate and organize the weekly assignments that you have completed for your onsite supervisor over the course of the internship. These assignments may take the form of research notes, administrative documents, or small projects that you have prepared for your host institutions, or outlines of any activities and events that you have helped to organize.

Bi-weekly log entries will be reviewed by your onsite supervisor before submission electronically via D2L. Your onsite supervisor may prefer to review hard copy log sheets. If so, please scan/photograph hard copies to submit through D2L.

Participation in group discussion sessions

Discussions will occur three times per term. Sessions will focus on sharing experiences, planning for upcoming assignments, and exploring skills development related to your placements with other interns. See timeline for schedule of group discussions.

Major project proposal (due Nov 1st, 2019):

In 1000 words, outline your major project work for the course of the internship. The proposal should be written in consultation with your faculty and onsite supervisors. The major project can be one single major piece of work or a thematic/discipline specific analysis of a series of smaller but related tasks.

The proposal should include:

- Background on the organization you are placed with and how this major project work benefits them and/or relates to their mandate;
- the goal of the overall project or a research question to be answered;
- a description of the research methods or approach you intend to use (e.g., data collection, literature review);
- an explanation of the expected outcomes (e.g., a final research paper, a tool that your onsite supervisor will use at their organization to solve a problem that they have, a contribution to the knowledge base of your organization, a feature event or events for your organization);
- Include 2-3 sources you will use to provide context to your project and offer a short description of the sources and how they will be used;
- Your proposal should also include an indication on format in which you will present your final project (see the report description, below).
- Your proposal must include a section on dissemination of results that includes your option of whether you would like to do an extended report or presentation.

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Major project report (due in April 2020):

You major project report is meant to be reflective about your project work. In it, you should describe the objectives, challenges, and achievements of your project work. You should both summarize the project itself and provide some reflections on the process of completing it. There are two options for presenting your work and we encourage you to consider which will enable you to progress in your skills the most. Remember that learning comes when you're vulnerable and challenging yourself!

Option1: Extended report

- Present the major project in regular essay format in no more than 15 double-spaced pages in length.
- The report should introduce your work, describe the methods, materials, and stages of your project work, and discuss findings or outcomes associated with your project and their implications.
- The essay can be presented as a reflective essay that describes the project itself or as a paper that will be of use to your host institution, with a short section added for the benefit of your faculty supervisor reflecting on this work.

Option 2: Presentation and brief report

- The presentation should introduce your work, describe the methods, materials, and stages of your project work, and discuss findings or outcomes associated with your project and their implications.
- The presentation may be conducted as a defense, conference presentation, workshop, demonstration, or another format decided in consultation with the faculty supervisor and coordinators of the internship.
- The brief report (approximately 5 pages in length) should effectively summarize the contents of the presentation. The use of PowerPoint and visuals should be determined in consultation with your faculty supervisor and be consistent with the focus of your placement.

Please consult with your faculty supervisor about how you plan to present your final report.

If you choose to give a presentation, you should coordinate the date and location of your presentation with the coordinators and your faculty supervisor and include it as an option in your major project proposal (under dissemination of findings). Your onsite supervisor will be invited to the presentation (other friends/supporters/fellow interns may also be invited).

Internship portfolio (due April 11, 2019):

The portfolio is an excellent capstone to the internship experience as it allows you to build a picture of yourself as a professional and an argument for why a potential employer should hire you. Portfolios should be unique to each individual, but they should always develop a picture of your skills with evidence to demonstrate how those skills were gained. The development of a portfolio is also an excellent way for you to think about how you might present yourself in an interview and answer questions like the ones we asked you in your initial internship interview. This portfolio will remain useful for you for your entire career and you should create it with an eye

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to updating it every six months or so.

To help you develop the materials for your portfolio, we highly recommend you attend workshops on resume and cover letter writing, interview skills, and career exploration with the [UNB Fredericton Career Development and Employment Centre](#). You can find the schedule for workshops on their [Facebook page](#).

The portfolio can be completed online or in a hard copy format depending on your preference and career aspirations. Typical portfolios include the following (but remember that your portfolio must be based in evidence!):

- Career summary and goals
- Professional philosophy/mission statement
- CV information
- List of accomplishments
- evidence of community participation (through your internship and outside)
- Samples of work
- Testimonials and letters of recommendation
- Awards and honours
- Research, publications, reports
- Internship experience & impact of your placement

This is neither an exhaustive list, nor should you feel compelled to include all of these pieces. Do your own research on what a good job search portfolio might look like in the field of your internship or the field you would like to pursue after graduation. Write about this in your journal one week.

Please note that we do require that at least one section (or an accompanying cover letter) reflect on the community impact of your internship placement

You may choose to focus your portfolio entirely on your internship experience but you should also feel free to integrate previous, relevant experience from your earlier achievements. Use your journals and log sheets to organize, compile, and reflect on all of the above.

Grade distribution:

Professionalism and time management (assessed by on-site supervisor)	10%
Journals, log sheets, and discussion participation	30%
Proposal and corresponding meeting with faculty supervisor	10%
Major project report (Extended report or Presentation with brief report)	30%
Portfolio	20%
Total	100%

Note: University's regulations regarding plagiarism are found online at <https://www.unb.ca/academics/calendar/undergraduate/current/regulations/universitywideacademicregulations/viii-academicoffences/index.html>

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Course Timeline

Mid-August – Sept 13 Launch

Student meets with faculty and onsite supervisors and internship coordinators to discuss placement and project.

Sept 25th – First group discussion

Exact time and location to be determined by coordinator(s).

Oct 4th – First journal due

Question to address in your entry:

1. How would you describe the space and place in which you work?

Oct 18th – Second journal due

1. What relationships are you developing? How are you getting to know your colleagues?

Oct 30th – Second group discussion

Exact time and location to be determined by coordinator(s).

Nov 1st - Third journal due

1. What challenges are you facing at your internship and how might you overcome them?

Nov 1st – Proposal due

Nov 22nd – Fourth journal due

Questions to address in your entry:

1. What academic skills did you bring to your work?

Nov 27th – Third group discussion

Exact time and location to be determined by coordinator(s).

Dec 6th – Fifth journal due

Questions to address in your entry:

1. How does your internship match up with your expectations thus far?

Jan 29th – Fourth group discussion

Exact time and location to be determined by coordinator(s).

Jan 31st – Sixth journal due

Questions to address in your entry:

1. What are your goals for the remainder of your placement?

Feb 14th – Seventh journal due

Questions to address in your entry:

1. How are your contributions fitting into the mandate of your organization?

Feb 26th – Fifth group discussion

Exact time and location to be determined by coordinator(s).

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Feb 28th – Eighth journal due

Questions to address in your entry:

1. What skills have you gained that relate to your academics and/or future goals?

Mar 20th – Ninth journal due

Questions to address in your entry:

1. Have you met goals you set in the beginning? Has your project/placement work changed direction?

Mar 25th – Sixth & final group discussion

Exact time and location to be determined by coordinator(s).

April 3rd – Tenth journal due

1. Offer a reflection on your placement from start to finish and provide details on how your final project will connect to your work.
2. How has your placement experience affected your future goals?

April 1st to 15th - Final projects due; final presentations take place