

ARTS 3001: Community-Based Learning

Faculty of Arts Internship

Fall 2018

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.

An internship committee comprised of Arts faculty members from UNB Fredericton coordinates the Faculty of Arts Internship each year and supervises student interns. Please email artsinternship@unb.ca for more information on the current Arts internship committee.

For more information and forms associated with the internship, visit our website: 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 one meeting per term with your assigned faculty supervisor to discuss progress and experiences
- Participate in 3 group discussion sessions per term (schedule below, exact dates TBD)

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

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Coordinator

- Hold group discussions throughout the term to support student learning
- Be part of the student's mentorship team with Faculty supervisors and onsite supervisor
- Track and respond to 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 to reflect on and identify your relevant skills and 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 offer you a basis by which you can look back and reflect on your internship over the course of the term and offer a basis for writing 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 (from website design, to conference/event organization, to a major research and writing project) and we would like you to reflect on how this work utilizes previous skills and strengths and contributes to 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 September 28, 2018):

In 1-3 pages, summarize your day to day experiences and critical reflections on the internship as it progresses. We are not looking only for a list of your weekly duties but we also encourage you to reflect on the work you are doing and how your academic career has prepared you for it. You will submit your journal entries electronically through D2L.

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.

ARTS 3001: Community-Based Learning

Faculty of Arts Internship

Fall 2018

University of New Brunswick, Fredericton

Bi-weekly log sheets (Due every second Friday starting September 28, 2018)

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 hard copy log sheets. If so, please scan hard copies to submit through D2L.

Participation in group discussion sessions

- mid-September - Orientation
- mid-October - Thinking about proposals
- mid-November – finalizing a portfolio and looking ahead mid-December – wrap up celebration

Major project proposal (due October 26, 2018):

In 2 pages (1000 words or so), outline your project work for the course of the internship, written in consultation with your faculty and onsite supervisors. The major project can be one single major piece of work or 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;
- 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'd like to do an extended report or presentation.

Major project report (due December 14, 2018):

Your 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. If you'd like to do a presentation but find them a challenge, we can find a way in which you can present to a smaller group. Or, perhaps you'd like to go for a bigger challenge. You should always consider if you're pushing yourself a little bit. Remember that learning comes when you're vulnerable and challenging yourself!

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Option 1: Extended report

- Present the major project in regular essay format in no more than 12 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, or another format decided in consultation with the faculty supervisor.
- The brief report 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'd like to take the option of a presentation, you should coordinate the date and location of your presentation with the Coordinator and your faculty supervisor and include it as an option in your major project proposal (under dissemination of findings).

Internship portfolio (due Dec 14, 2018):

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 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. And this portfolio will remain useful for you for your entire career and you should create it with an eye 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

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- List of accomplishments
- evidence of community participation (through your internship and outside)
- Samples of work
- Testimonials and letters of recommendation
- Awards and honours

Grade distribution:

- | | |
|--|-----|
| • Professionalism and time management (assessed by on-site | 10% |
| • Journals and discussion participation | 25% |
| • Proposal and corresponding meeting with faculty supervisor | 15% |
| • Major project report (Extended report or Presentation with brief report) | 30% |
| • Portfolio | 20% |

Note: University's regulations regarding plagiarism are found online at <http://eservices.unb.ca/calendar/undergraduate/display.cgi?tables=regulationsSubLevel1&id=42>

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- Research, publications, reports

This is neither an exhaustive list, nor should you feel it necessary to include all 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

Feel free to focus your portfolio entirely on your internship experience but 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 and discussion participation | 25% |
| • Proposal and corresponding meeting with faculty supervisor | 15% |
| • Major project report (Extended report or Presentation with brief report) | 30% |
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