

## ACE-WIL BC/ YUKON: INTERNSHIP PROGRAM BASELINE 2020

	College Example A	University Example B
<b>Primary Purpose</b>	<ul style="list-style-type: none"> <li>Expand career relevant skills, insight, contacts, etc. through facilitated activities and workplace experience.</li> </ul>	<ul style="list-style-type: none"> <li>Allow students the opportunity to take what they are learning from their academic studies, reflect on those in places of work, and vice versa; after the work experience, reflect on what they learned and how they can put it into their studies.</li> </ul>
<b>Primary Stakeholder(s)</b>	<ul style="list-style-type: none"> <li>Students.</li> </ul>	<ul style="list-style-type: none"> <li>Employers, students, and the institution. Employers will benefit as a professional body because they will have better prepared students.</li> </ul>
<b>Institutional Context</b>	<ul style="list-style-type: none"> <li>Centralized WIL department offers co-op, work experience, and internship. WIL preparatory curriculum adapted from co-op with a reduced set of activities.</li> </ul>	<ul style="list-style-type: none"> <li>Offer post-study internships and alternatives to co-op. WIL preparatory curriculum adapted from co-op.</li> </ul>
<b>WIL Preparation Program/ Course</b>	<ul style="list-style-type: none"> <li>Workplace education preparation is the pre-requisite seven-week course including online self-study materials and quizzes, interactive workshop.</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to professional practice course; based on a competency development (focus on 3-5 competencies when on internship); learn about strengths, gaps, etc.</li> <li>Career workshops: 3 workshops for resume, interviews, and LinkedIn</li> <li>Individual learning: professional development; career assessment tools, professional competency development, strengths, and gaps.</li> <li>Counselling and advising (group and individual) with Co-op coordinator.</li> <li>Student hosted information sessions; participation in a career panel.</li> <li>Career fairs.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>Seven weeks with one-hour tutorials plus assignments; two hours of virtual classroom each week.</li> </ul>	<ul style="list-style-type: none"> <li>Eight to nine weeks; some courses are longer or shorter durations depending on program.</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>Students register into a course with a reduced set of activities. WIL preparatory curriculum adapted from co-op.</li> <li>Some academic programs directly schedule a mandatory career preparation class into the first or second semester of their programs.</li> <li>Some academic programs permit optional/elective career preparation courses to be available each semester and students determine when they enrol.</li> </ul>	<ul style="list-style-type: none"> <li>Join the work education program anytime.</li> <li>Preparatory course is offered to each program area and run independently.</li> </ul>
<b>Format</b>	<ul style="list-style-type: none"> <li>Flipped classroom pedagogical approach.</li> <li>Pre-COVID: blended asynchronous online plus in-class synchronous. Eight online tutorials with assignments: six in-class sessions, two with guests where one is an alumni (Q &amp; A session), and one is networking and mock interview session.</li> <li>During COVID: blended asynchronous online plus remote-class synchronous. Seven online tutorials with assignments, seven remote classroom sessions, two with guests where one is an alumni (Q &amp; A session), and one is a networking and mock interview session.</li> </ul>	<ul style="list-style-type: none"> <li>Blended format, with readings, assignments, virtual sessions, meetings, review and reflection, online course materials, deadlines.</li> <li>Online facilitated dialogues in discussion forum.</li> <li>Zoom face-to face sessions.</li> <li>Guest speakers.</li> </ul>
<b>Mandatory/ Optional</b>	<ul style="list-style-type: none"> <li>Course is mandatory in some programs, optional in others.</li> <li>Course is mandatory for anyone wanting to participate in a WIL experience.</li> </ul>	<ul style="list-style-type: none"> <li>Course is mandatory for Engineering, Business, other small programs. Must finish the preparatory course successfully to meet with coordinator (one-on-one session) to gain access to the job board and course completion is noted on transcript.</li> <li>Optional in Social Sciences and Humanities.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>Faculty primarily within the co-op and career department.</li> <li>Employment facilitators offer resume support and work term search support.</li> <li>Employment assistant supports resume submissions and interviews.</li> <li>Co-op/ internship coordinator assesses expectations and learning plans.</li> </ul>	<ul style="list-style-type: none"> <li>Co-op coordinators.</li> </ul>

	University Example C	University Example D
<b>Primary Purpose</b>	<ul style="list-style-type: none"> <li>Support students' professional, academic, and career goals through meaningful experiential education that intentionally supports reflective practice in work-integrated opportunities wherein students mobilize knowledge between workplace and academic settings.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare interactively for internship experience and develop career management skills.</li> <li>Internship is to ladder to different area or gain insight in company they are currently in.</li> </ul>
<b>Primary Stakeholder(s)</b>	<ul style="list-style-type: none"> <li>Students.</li> </ul>	<ul style="list-style-type: none"> <li>International student: master's level (some with PhD) and mid-career professionals.</li> </ul>
<b>Institutional Context</b>	<ul style="list-style-type: none"> <li>Internships included under co-op and WIL preparatory curriculum adapted from co-op.</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory internships.</li> <li>Internships offered using model of unaccredited co-op with focus on industry projects, field studies, and field trips.</li> </ul>
<b>WIL Preparation Program/ Course</b>	<ul style="list-style-type: none"> <li>Two student preparation courses.</li> <li>Workshops for application documents and interviews that are highly interactive with insights from co-op employers/ alumni.</li> <li>After the workshops, students attend an individualized session with an advisor to ensure readiness.</li> <li>Effective intercultural communication is an optional course for co-curricular recognition.</li> </ul>	<ul style="list-style-type: none"> <li>Structured preparatory job search course (in discipline-specific course), followed by one-on-one vocational coaching and advising (inventory assets tool completed before individual coaching with advisor).</li> <li>Four mandatory assignments in course, each with multiple deliverables.</li> <li>Self-guided labour market research.</li> <li>Career conversations event.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>First student preparation course duration is two weeks plus two-days online requiring ten to twelve hours to complete.</li> <li>Second student preparation course duration is one week plus two-days online requiring five to seven hours to complete.</li> </ul>	<ul style="list-style-type: none"> <li>Eleven weeks, part time, including five to fifteen hours a week labour market research.</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>In the semester before the co-op job search, students complete the preparatory curriculum the first WIL preparatory course, the workshops and then attend their individualized advising session to finalize the resume.</li> <li>Students complete the first student preparation course after acceptance into the program.</li> <li>Students register for the second student preparation course after being placed.</li> <li>Multiple sessions of the two online preparatory courses are offered per semester.</li> </ul>	<ul style="list-style-type: none"> <li>WIL office works closely with each discipline-specific program to schedule in-class sessions.</li> </ul>
<b>Format</b>	<ul style="list-style-type: none"> <li>Blended; multiple modes of communication and delivery.</li> <li>Online learning community.</li> <li>Offered in a learning management system, Canvas with facilitated discussions.</li> <li>Advising is offered in person, on Skype, Zoom and by phone.</li> <li>Faculty and guests such as employer panels.</li> <li>Students can arrange a follow up meeting by email or phone call.</li> </ul>	<ul style="list-style-type: none"> <li>Blended online: synchronous and asynchronous.</li> <li>Online and offline networking.</li> <li>Discussion Forums.</li> <li>Recorded mock interview.</li> <li>Assignments graded as satisfactory/unsatisfactory.</li> </ul>
<b>Mandatory/ Optional</b>	<ul style="list-style-type: none"> <li>Mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>Course facilitators are the co-op Coordinator and/ or co-op advisor.</li> </ul>	<ul style="list-style-type: none"> <li>Professional development office advisors.</li> <li>Teams of managers within student services for student engagement, student success, team coaching, counsellors.</li> <li>Indigenous instructional designer (with intercultural awareness competencies).</li> </ul>