

Western University
Faculty of Arts & Humanities – SASAH
Experiential Learning in the Arts & Humanities AH 4490F/G – 4494W/X

EXPERIENTIAL LEARNING SYLLABUS

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COURSE DESCRIPTION

The Experiential Learning (EL) course focuses on the advanced development of soft/transferable and hard skills to prepare students for postgraduate work. Students can elect to undertake a community-engaged learning project, an internship in a professional field, and/or an independent project to prepare for jobs in the private and/or public sectors and will be guided jointly by a faculty member and on-site supervisor.

Students may complete the course by participating in . . .

- 1 Internship – 1.0 credit
- or 1 CEL project – 1.0 credit
- or 1 Independent Project (Research or Creative) – 1.0 credit
- or a combination of two such credits worth 0.5 each.

Students must also submit reflection papers and reports on their experience(s) for marking to the EL Coordinator and participate in a Learning from Experience event in their fourth (or fifth) year. OWL will be used as a central repository for course information and assessment submission.

While we encourage students to participate in an internship with one of SASAH's partners or a CEL project with an established partner through Student Experience, students also have the option of finding internships or CEL opportunities elsewhere or to develop independent research or creative projects. Independent projects must be proposed and *approved well before the term in which they are to occur* and have a community-engaged or career-related component. For more information, go to the Course Information page in Owl.

The SASAH Experiential Learning OWL site is the central repository for course information and assessment submission.

Note! Students who are in 1st or 2nd year or have not yet taken the required 3rd-year course (ARTHUM 3380Y) can count only 0.5 of their 1.0-credit EL requirement.

DEFINITIONS

CELS

In a community-engaged learning (CEL) opportunity, a student experiences realistic work experience in a role that offers service to the community. CELs are typically unpaid.

Students are expected to dedicate 100 to 120 hours for a CEL worth 0.5 credit, 200 to 240 for 1.0 credit. This includes hours spent on the work (on- and offsite) and the written assignments for SASAH. If undertaken in the Fall or Winter terms, students can expect to work 6 to 8 hours per week on- and/or offsite, depending on the placement or project.

Independent EL Projects

Students can develop their own projects or take on a research position and count it toward their EL requirement providing it has a significant career-related or community-engaged component. Students are expected to dedicate 100 to 120 hours for a project worth 0.5 credit, 200 to 240 for 1.0 credit.

Internships

In an internship, a student experiences a realistic job preview in their field of choice. Internships can be paid or unpaid. Students are expected to dedicate 120 hours for an internship with 0.5 credit, 240 hours for 1.0 credit.

COURSE OBJECTIVES

This course gives students the opportunity to develop their soft (transferable) and hard skills, apply theoretical knowledge in real-world environments, and professionalize. Students will 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.

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."

While students may undertake a project, CEL placement, or internship before their 4th year, students may not enroll in the course until after the completion of their 3rd-year requirements.

COURSE ASSESSMENT, REQUIREMENTS, AND GRADE BREAKDOWN

Students must submit several assignments as part of the Experiential Learning course. The assignments required depend on the type and length of the project and may include . . .

- a project proposal,
- written reflections,
- a summative report,
- and a final presentation and report.

A supervisor's assessment is also required.

In Owl, click on "Course Information" in the left-hand menu to find the syllabi, required forms, rubrics, and other documents for the Internships, CEL Projects, and Independent Research or Creative Projects.

Formatting and Citations

The annotated bibliography, written reflections, and summative report must be formatted according to the [Modern Language Association \(MLA\)](#) style as outlined in the [MLA Handbook for Writers of Research Papers](#) (9th ed.) and the [Owl at Purdue website](#). Marks will be deducted for improperly cited sources.

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 (with permission, of course, since). 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.

Submitting Your Assignments

To submit an assignment, in Owl click on "Assignments" in the menu on the Home Page and then on the appropriate assignment page. Contact the EL Coordinator if you are not sure which assignment page to use. Follow the instructions 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 or assignments emailed without permission will not be accepted, and late penalties will apply until the assignment is submitted in Owl. In case of a lost assignment, the student is always responsible; in other words, if a student claims an assignment has been lost, a replacement must be provided that very day, and late penalties will apply. See "Keep a Copy!", below.

Getting the EL Credit

In their fourth or fifth year, students will enroll in one 1.0-credit or two 0.5-credit EL courses. There are six EL course numbers (ARTHUM 4490x) to give students options that fit their individual experiences and course load. Prior to the enrollment period in the summer before their fourth year, the ELC will email each student to recommend the course(s) in which the student should enroll.

ACADEMIC INTEGRITY

“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).

“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 Director of SASAH. Proven cases of plagiarism will result in a grade of zero for the assignment. Subsequent offences will result in 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.

ACADEMIC ACCOMMODATION (Extensions / Medical Policy)

You may need special arrangements to meet your academic obligations because of accessibility or medical issues, religious obligations, etc. Contact the EL Coordinator if you require accommodation.

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. Note the following information from Health and Wellness:

Psychological Services and Student Health Services have joined efforts to simplify their triage process. Any student looking to book an appointment with a physician, counsellor, psychologist, psychiatrist, in search of group care options, or any other service provided through Student Health Services and Psychological Services, must book an initial appointment in Student Health Services, UCC 11 (Lower Level of the University Community Centre).

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

Immediate help in the event of a crisis can be had by phoning (519) 661-3030 (during class hours) or (519) 433-2023 after class hours and on weekends. Please call 911 if your safety or the safety of others is a concern. Additional crisis supports can be found [here](#).

Students can book an appointment with Student Health Services or Psychological Services in-person in UCC 11 (Monday-Friday 9:00 a.m. to 4:00 p.m.) or by telephone at 519-661-3030. If you require any further clarification, please email health@uwo.ca.

For more information, go to the [Health and Wellness](#) website. Never hesitate to seek assistance for any problem you may be having.

Learning Skills

Information can be found by visiting Western's [Learning Development & Success](#) website or going to Rm 4100 WSS. From the SDC: "LS counsellors 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."

Complaints

If a student has a complaint concerning a course in which they are enrolled, they must first discuss the matter with the instructor of the course. If the complaint is about an assignment mark, the student must first consult with the person who marked the assignment.

If a TA marked the assignment and the student is not satisfied after the TA has re-examined the assignment, the student must then consult with the professor. The professor will consult with the TA, to ensure the proper procedures have been followed, and if they have, the professor will then review the assignment and contact the student with a decision. If the student is still not satisfied, they must make a request for academic relief in writing to the program director or department chair.

Regulations concerning complaints are in place because a failure to follow these procedures creates the potential for injustices of various kinds affecting either the instructor or the students themselves or both parties. Concerns should not be allowed to fester but should be raised with the instructor in a timely manner, so that they can be addressed in time to make a difference to the course.

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](#), [Your Services](#) provided by the USC, and [Academic Support & Engagement](#).

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.

If you have any questions regarding SASAH-specific course counselling, special permissions, course changes, grade appeals, etc., please contact SASAH's Program Coordinator.