What Are the Goals of the Course?

The primary purpose of the course is to provide students with an opportunity to apply in a practical setting the economics expertise they have gained through their course work at UTM. This is accomplished through work placements or “internships”. Internships provide students with a valuable opportunity to make personal contacts in the economics sector. The course is also intended to bridge the gap between graduation and full-time employment. Therefore, attention is paid to helping students acquire practical skills that will serve them in their job searches and, eventually in the work place. The course includes speakers focusing on practical issues relevant to the economics sector. The final written submission and Poster Event contribute to the development of communication skills.

What is an Internship?

Students are placed as interns in workplaces where economics expertise is applied on a daily basis. The ECO400Y5Y internships are unpaid; however, the students earn a full course credit.

Internships take a variety of forms. In some cases, the “employer” may ask the student to complete an individual research project. In other cases, the student may take on a role within an existing project team. Field work, database management, or specific software may be involved, depending on the background, interests and skills of the student.

To successfully complete the internship, students fulfill a work commitment of 200 hours (approximately equivalent to one day per week of the academic year). The scheduling of the work commitment is flexible, and is to be worked out by mutual agreement between the student and the employer.

What Does UTM Expect of the Employer?

Our expectation is that the employer will provide the student with a project (or variety of projects or day-to-day tasks) to work on. We recognize that this represents a significant commitment of thought, time, and effort, because they must create a “niche” for the student. The work may be specifically designed for the individual student, or the student may be given a role in an ongoing project. We hope and expect that the student will be given “real” work to do, rather than “busy” work. The employer will need to provide a physical place for the student to work (an office, a desk, a work station). In all cases the employer will need to spend some time orienting the student to the nature and requirements of the project, and monitoring the student’s efforts.
Once an employer has agreed to provide a placement, he or she will be asked to submit a brief project description. This will include a brief narrative description of the job or project, a list of the skills required for the job (both academic and practical skills, such as writing or computational skills), and comments concerning any other project requirements, such as travel, special training, or required availability for field work or a special event. The internships are unpaid. The employer is not expected to pay for student’s travel to and from the workplace, although special costs may be reimbursed, as they would for any typical employee.

The employer will be asked to sign a workplace-education agreement form, which provides for students to receive the appropriate insurance coverage while on the job. The cost and administration of the insurance is covered by the University and by the Ministry of Education and Training; there is no cost to the organization providing the placement. At two points in the academic year, the employer is asked to complete a brief form assessing the student’s performance on the job; this will provide part of the student’s mark for the course. The employer will be invited and encouraged to attend the end-of-year Poster Event, with posters prepared by all our student interns, and provides an opportunity to interact with other ECO400Y5Y employers.

What Are the Benefits to the Employer?

In exchange for the commitment to provide a project, guidance, and a work environment for the student, the employer will receive 200 hours of work from a UTM student specializing in Economics. We hope and trust that our students will make a real contribution to the work of the organization. Employers also have an opportunity to assess the qualifications of UTM near-graduates. UTM is very interested in fostering working relationships with members of our community outside academia; there are many mutual benefits to such relationships.

Some employers involved in the UTM internship courses are long-time friends of UTM; some have supervised many students over the years. Some have hired UTM graduates, and some are UTM graduates. Other supervisors are joining us for the first time; we welcome them, and thank all of our employers warmly. Many supervisors feel that their involvement in this course gives them a chance to mentor the next generation of experts, and to fulfill a commitment to the community – a chance to “give something back”. We are very appreciative of the efforts of all our employers and supervisors; without their contributions, a course like this would not be possible.

What Does U of T Expect of the Student?

The student is expected to fulfill a 200-hour work commitment, according to a schedule mutually accepted by the student and the employer. If the 200-hour commitment is not fulfilled, the "employer assessment" portion of the course mark will be withheld. Students are responsible for their own transportation to and from the workplace. Every effort will be made to accommodate students’ needs with regard to the work location, but there are no guarantees.

Students’ work will be monitored by the course director through phone calls, email, periodic meetings, and, if necessary, site visits. As part of the monitoring process, the student is asked to submit a work activity log, in which a record is kept of dates, times, and places of work, and activities undertaken. Students are expected to attend all course meetings. The main content of the course consists of the work carried out in the internship; however, six short assignments related to the practical sessions will also be required. At the end of the school year, submission of the final written report and poster will complete the course requirements.

Students are sent to ECO400Y internships as "ambassadors" from the University of Toronto Mississauga. Their work in these internships is representative of the work of all other U of T students. We hope and expect that our students will act as professionals at all times. We know that they will be reliable, cooperative, and punctual. We believe that they will impress their employers not only with their existing skills and background preparation, but also with their intelligence and willingness to learn new skills.
What Are the Benefits to the Student?

Economics students will fulfill a program requirement with the successful completion of this course. In general, students gain valuable work experience from the course. The internship can be listed on a student’s resume as an example of relevant work experience. Through the internships, the practical sessions, and the final written and poster submissions, students will gain a number of practical workplace skills, including communications (written and oral); job search and resume-writing skills; interpersonal and teamwork skills; issues identification and analysis; and project management. Finally, some students will be lucky enough to gain valuable personal contacts and perhaps even employment.

What Are Expected of U of T and the Course Director?

The University of Toronto is responsible for the cost and administration of insurance coverage for students involved in practical work as a component of their course work. Students who are working for an organization which has Workers Compensation Board coverage for their own employees are eligible for WCB coverage, handled by the University through the workplace-education agreement with the Ministry of Education and Training. Students who are completing their internship at an organization which does not provide WCB coverage for their own employees are still covered under the University’s comprehensive liability policy, through ITT Hartford. U of T will provide workplace-education agreement forms to be signed by the employer, the student, and the course director.

Additionally, the role of the faculty member will be to coordinate course activities. This includes arranging internship placements for each student. Efforts will be made to place students in workplaces that are appropriate to their backgrounds, interests, and experience, but there are no guarantees as to the type of placement that will be provided. The faculty member is also expected to monitor the student’s progress and to act as a mediator between the student and the employer, in case any problems arise. At the end of the school year, it will be the faculty member’s responsibility to gather all of the components of the course assessment and provide a course mark for the student.

What Will be the Course Format?

Class Meetings. There will be fourteen mandatory class meetings throughout the school year and one Poster Event at the end of the academic year. Of the fourteen meetings, there will be six practical sessions, three writing instruction workshops, a session to formally introduce yourselves to each other, one alumni networking event, and three sessions devoted to helping you prepare your poster for the end of the year event. The practical sessions will feature guest speakers who will focus on practical skills and information relevant to employment. Attendance at all of these meetings is absolutely crucial. Part of the course mark will be based on students’ attendance. More importantly, because your assignments will be based on the activities covered in class (particularly the practical sessions), you will find that your absences from class will not only negatively impact your attendance mark, but will make it nearly impossible to complete the assignments.

Assignments. Throughout the course of the year, you will be turning in six short assignments, and a rough draft of your final report; in the majority of the cases, the assignment will be linked to one of the practical sessions or workshops. These assignments are designed to help students delve deeper into some of the information provided there. They will vary in format and content but will normally include a short writing assignment, approximately 4-5 pages in length. Because your course mark is heavily dependent on your writing quality, it is important that you pay specific attention to the Writing Rubrics that will accompany each of the writing assignments to understand which aspects of writing will be focused and marked on. A sample rubric is included in the folder provided to you on the first day of class. If you are not confident about your writing skills, you are encouraged to seek additional help with your assignments from the course TA or from the Academic Skills Center.

Work Activity Log. Students are asked to keep a log of the days, times, and places they worked, activities undertaken, and any other relevant information. This is the type of record required by Revenue Canada for persons who are self-employed. The Work Activity Log will provide a small component of the course
assessment. At the end of the year, the Work Activity Log must demonstrate that the student has successfully completed the required 200-hour work commitment.

**Individual Meetings and Midterm Progress Report.** At the beginning of each month starting in October, the course director will make an appointment with each student to meet individually. Students are encouraged to discuss the details of their project or any issues of concern with the instructor. In the winter, the individual meetings will be held on a voluntary basis. However, if you are facing a difficult work situation or just need someone to talk to, you are encouraged to make an appointment with the instructor outside the usually scheduled individual meetings.

**Final Written Report.** The Final Written Report will be submitted on March 28th at 5pm. The format of the report will differ from student to student, depending on the nature of the work undertaken. The written submission should be professional, and representative of the work completed over the course of the year. Students will be given considerable freedom in designing their submissions, but examples of excellent and poorly-written reports will be provided to you as guidance. The writing session on February 7th will be devoted to discussing this report.

**Poster Session.** Towards the end of the academic year, the ECO400Y interns will present their professional accomplishments through a poster session. Additional details regarding the session and specifics on the poster will be provided at a later date. Employers, Deans, UTM staff and faculty, and other interested students will be invited to attend these workshops.

**Notes to Students Concerning Course Assessment**

- Each of the components of the course assessment will be explained in greater detail at course organizational meetings and in handouts.

- The six short assignments will be based on the practical sessions and workshops. The majority of these assignments will be short written papers (several pages each). They are not intended to be time-consuming; rather, they will be designed to help you explore some of the information offered to you during the practical sessions. While each of the assignments are not worth a great deal of marks, you are encouraged to invest some time into preparing them as the work you do now will be incorporated into your final report.

- Policy on submitting work: it is your responsibility to print out and hand in a copy of your assignment to the instructor and to submit an electronic version of the paper through email by the start of class (5:15pm). If you fail to submit either version of your work (paper or electronic), a 10% mark deduction will be applied.

- Policy on submitting late work: as assignments are distributed to students several weeks in advance, no accommodations will be made for absences on days term work is due. If you are physically not able to submit your assignment on the due date, you can submit the work early or have a friend submit the work in class for you. A 10% deduction will be applied for each day your assignment is late. Penalties will begin to accrue starting 5:15pm of the assignment’s due date. Work submitted five calendar days beyond the due date will be assigned a grade of zero.

- If necessary, the course director may visit you at your workplace and meet briefly with you and your employer to assess your work and the appropriateness of your placement.

- The midterm progress report will consist of a plan for completion of your 200 hours, and an outline and brief description of what you are planning for your poster presentation. During this time, comments and feedback from your supervisor will be presented to you so know what to keep-up (strengths) and what you can improve on in the coming semester.
• The final written reports will vary in format, depending on the type of work different students have been doing throughout the year. At the individual progress meeting, we can decide upon an appropriate format for each student’s written report if you are unsure of what would be appropriate. The more information you provide in your midterm progress report, the more effective will be the feedback in terms of improving your final report and poster. The individual progress meetings will take place regularly during the Fall term, and if necessary, the Winter term. These meetings will not be graded, but participation will count towards your course mark.

• You are asked to keep a work activity log. The log should include the date, hours spent working, location where the work was carried out, and brief details of the work completed on that date. Your work activity log will be initialed by the course director at each class meeting (except the first meeting), and will then be handed in at the end of the school year along with your final written report. The log should be neat and well organized. At the end of the year, your log must demonstrate that you have successfully completed the 200-hour work commitment. If the 200-hour commitment has not been fulfilled, the employer assessment portion of the course mark will be withheld from your final course mark.

• The assessment of participation will be based on attendance at the fourteen scheduled class meetings and the Poster Event at the end of the school year. If you are more than 10 minutes late (arriving after 5:20pm), you will receive only half-credit for your attendance. A late arrival is not only disrespectful and disruptive to our guest speakers, but is also frowned upon in the professional world. If you are facing an unavoidable situation and are seeking accommodation for your class absence, you are required to follow the guidelines stated in the UTM Calendar (note that these procedures does not provide accommodations for late term work due on the day of your absence):

1. On the day of the missed class, declare your absence through your ACORN account.
2. Within 24 hours of the missed class, notify the instructor in writing (email is acceptable) of any circumstance that prevent you from attending the class.
3. Within 48 hours of the missed class, complete an online Special Consideration Request.
4. Within seven days of the missed class, provide appropriate and original documentation to the instructor. In the event of illness, appropriate documentation must include a completed and signed University of Toronto Medical Certificate. The Medical Certificate must show that the physician was consulted within ONE day of the missed class. The documentation has to be submitted in person to the professor (either during class or office hours) or to the department’s secretary in KN 3274 (she can date/time stamp it for you). Emailed documentation will not be accepted as the original forms must be submitted for deferral.

• Your employer will be asked to provide two assessments of your work, which together will account for 30% of your course mark. The employer will assess the content of your work and your understanding of important issues, as well as your professional demeanor; reliability; cooperation, teamwork, and interpersonal skills; and ability to communicate effectively. For most of you, the first assessment will be done at the end of the first semester and will count for 10% of your course mark; the second assessment will be done at the end of the second semester and will count for 20%.
Course Assessment Scheme

Assignments & rough draft of final report 20%

Participation/Attendance  pass/fail  
Work Activity Logs  pass/fail  
Individual Meetings  pass/fail  

Final Written Report 30%
Poster 10%
2 Employer Assessments 10% (Fall), 20% (Winter)

Important Dates for Assignments and Course Work

Summary of Assignments and due dates:
- Assignment 1: Organization/Background Research – due October 4th
- Assignment 2: Defining Your Placement Learning Goals – due November 8th
- Assignment 3: Project Management – due November 29th
- Assignment 4: Preparing to Find a Job (updated resume and cover letter) – due February 7th
- Assignment 5: Peer Assessment on a Sample Final Report – due February 7th
- Assignment 6: Rough Draft of Poster – due February 14th
- Rough Draft of Final Report – due March 7th
- Final Draft of Printed Poster – due March 20th before noon in KN 3246
- Final Draft of Final Report – due March 28th by 5pm in KN 3274

Work Activity Log Due Dates: 6 in total
- Work Log 1: October 4 (turned in with assignment 1)
- Work Log 2: November 8 (turned in with assignment 2)
- Work Log 3: November 29 (turned in with assignment 3)
- Work Log 4: February 7 (turned in with assignment 4 and 5)
- Work Log 5: March 7 (turned in with Rough Draft of Final Report)
- Work Log 6: March 28 – Complete work log (totaling 200 hours) signed by your supervisor (turned in with your final report)

Tentative Poster Event Date: Wednesday, March 21st, 11 – 2pm, Kaneff Rotunda
2019-2020 Class Schedule: All class sessions are mandatory

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6</td>
<td>Practical Session I: Stand Out and Succeed</td>
<td>● Assignment #1 distributed&lt;br&gt;● Introduction Worksheet distributed</td>
</tr>
<tr>
<td>September 13</td>
<td>Formal Introductions</td>
<td>● Deadline for WSIB forms to be returned</td>
</tr>
<tr>
<td>September 20</td>
<td>Writing Instruction I: Writing Workshop for Assignments</td>
<td>● Schedule October one-on-one meeting</td>
</tr>
<tr>
<td>October 4</td>
<td>Practical Session II: Career Planning</td>
<td>● Work Log #1 due, Assignment #1 due&lt;br&gt;● Assignment #2 distributed</td>
</tr>
<tr>
<td>October 25</td>
<td>Writing Instruction II: Professional Writing Workshop</td>
<td>● Schedule November one-on-one meeting</td>
</tr>
<tr>
<td>November 8</td>
<td>Practical Session III: Introduction to Project Management</td>
<td>● Work Log #2 due, Assignment #2 due&lt;br&gt;● Assignment #3 distributed&lt;br&gt;● Schedule December one-on-one meeting</td>
</tr>
<tr>
<td>November 22</td>
<td>Practical Session IV: Learn to Network Workshop</td>
<td>● Attendance at this workshop is a pre-requisite for the Networking Night. If you do not attend, you will not be allowed to attend the event on Nov 29th.</td>
</tr>
<tr>
<td>November 29</td>
<td>Networking Event: Alumni Night</td>
<td>● Work Log #3 due, Assignment #3 due&lt;br&gt;● Note: Event will run from 5:30 – 7:30pm, location TBA&lt;br&gt;● Come dressed in business-casual attire</td>
</tr>
<tr>
<td>1st week of Dec</td>
<td>(No class) Indiv meeting, Feedback from supervisor</td>
<td>● Bring in a sample job posting that aligns with your career goals for the first class session in Jan</td>
</tr>
<tr>
<td>January 10</td>
<td>Practical Session V: Resume and Cover Letter Workshop</td>
<td>● Assignment #4 distributed&lt;br&gt;● Sign up for Resume Critique with Career Centre (Jan 11 – 31); last day to book appt. is Jan 17&lt;br&gt;● UTM Get Hired Fair is Jan 17</td>
</tr>
<tr>
<td>January 24</td>
<td>Practical Session VI: Creating your Poster</td>
<td>● Assignment #5 distributed&lt;br&gt;● Assignment #6 distributed</td>
</tr>
<tr>
<td>February 7</td>
<td>Writing Instruction III: Final Paper Workshop</td>
<td>● Work Log #4 due, Assignment #4 due&lt;br&gt;● Assignment #5 due&lt;br&gt;● Final paper distributed</td>
</tr>
<tr>
<td>February 14</td>
<td>Student Presentation on Poster Content</td>
<td>● Assignment #6 due</td>
</tr>
<tr>
<td>March 7</td>
<td>Practice Poster Session I</td>
<td>● If you are presenting, you must come dressed in business-professional attire.&lt;br&gt;● Rough Draft of Final Report due, Log #5 due</td>
</tr>
<tr>
<td>March 14</td>
<td>Practice Poster Session II</td>
<td>● If you are presenting, you must come dressed in business-professional attire.</td>
</tr>
<tr>
<td>March 21</td>
<td>Poster Session</td>
<td>● Everyone comes dressed in business-professional attire&lt;br&gt;● Meet at the IMI Rotunda</td>
</tr>
<tr>
<td>March 28</td>
<td>No Class</td>
<td>● Final Report and Final Work Log due with Amber Shoebridge in KN 3274 by 5pm</td>
</tr>
</tbody>
</table>