

**System Title:****FIELD EXPERIENCE****Calendar Description:**

**POG499 Field Experience.** This course is intended for students who seek to combine relevant paid or unpaid field experience with their academic course work. With prior approval (which must be obtained one semester in advance), it may be used in connection with internships or work at agencies or other appropriate businesses and organizations – in Canada and abroad – or for research and/or experience related to politics and governance. In all cases the project will involve a writing component. Prerequisite: POG210 and POG225 and Dept. Consent. Course Weight: 1.00. Billing Units: 1.

**Synopsis:**

“Experiential learning” has been identified a desirable component of undergraduate education in the 21<sup>st</sup> century. This course aims to allow students to integrate what they are learning in the classroom with some “real world” experience in a workplace, an organisation, an internship, or any other approved arrangement.

To enrol in this course, students must have a cumulative grade point average (CGPA) of 2.67 or higher and must present to the Department – at least one semester in advance of the proposed activity – a proposal that clearly indicates:

- a) the scope, nature, and duration of the proposed activity;
- b) the name and contact information of the “on-site” supervisor, together with the written consent of that person to act in that capacity;
- c) the name of the faculty member who will supervise the work/study project, together with the written consent of that faculty member to serve in that capacity;
- d) an outline of the work/study project and evaluation criteria agreed to by the student and the faculty member.
- e) a plan to share their experience upon return (e.g., through participation in future orientations and/or presentations organised by the Office of International Affairs or the Faculty of Arts Experiential Learning Officer).

**Teaching/Evaluation Methods:**

Any faculty member in the Department of Politics and Public Administration with appropriate expertise may supervise the work/study project. In each case, the student and faculty member will agree on an outline of the work/study project and evaluation criteria and a copy of that agreement shall be kept on file in the Department. In addition to a proposal, the project will involve a writing component that links theory/research and practice. The writing component may involve some or all of: a journal; a formal journal or logbook of work/research with references to readings; a final report, or a research paper. A report from the “on-site” supervisor may also be required.

**Potential Text(s):**

Readings may be assigned at the discretion of the supervising faculty.

**Procedures and guidelines:**

1. The student obtains the Participation Agreement form from the Department web-site.
2. The student consults with the Experiential Learning Officer (Faculty of Arts) and, where international travel is involved, the Program Administration and Communication Officer (Office of International Affairs) for help developing project ideas.
3. The student finds a supervisor (any faculty member in the Department of Politics and Public Administration) and begins discussions about the work/study project at least one semester before he/she is registered. The student is responsible for finding a supervisor, although the Department will assist if needed.
4. The student decides on a topic for the work/study project, deadlines and method of evaluation with the supervisor. The student and supervisor complete and sign the Participation Agreement form. Three copies of the form are required. One copy is retained by each of the student and the supervisor, while the third copy of the form is submitted to Program office.
5. The student obtains permission to register for the course from the Department. If needed, the student must obtain a prerequisite waiver from the Department. ***The Department will not give approval to register in the course before the completed Participation Agreement form is on file.***
6. All regulations and procedures applying to regular courses also apply to these work/study courses. Students should be familiar with the policies on academic misconduct, e-mail communication and other University and Departmental policies outlined in the Student Handbook.
7. **Ethics approval process:** Ethical clearance must be obtained before conducting any research involving human participants. For the purposes of ethics application and clearance, undergraduate students must list their supervisor as the principal investigator. For more information, see <http://www.ryerson.ca/about/vpresearch/ethics.html>
8. Students may register for the course in the semester during which the research or work experience is undertaken or in a subsequent semester. Note: Students who plan to travel internationally should allow sufficient time for “re-entry transition” (or consider registering in the course in the following semester so that the completion of course requirements may be delayed).
9. Given the inherent risks to international travel, University policy requires any student travelling internationally as part of a Ryerson University activity (even if the student has lived, travelled or worked in this same country in the past) to complete several steps as outlined on the [Ryerson International \(RI\) web-site](#). Other helpful information may be found in other parts of the [RI site](#).