

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: GEOG 396		Number of Credits: 6 Course credit policy (105)													
Course Full Title: Canada Internship															
Course Short Title:															
Faculty: Faculty of Science		Department/School: Planning, Geography and Environmental Studies													
Calendar Description: <p>This course provides a Canadian experiential learning opportunity for students to apply their classroom learning in a workplace setting under the supervision of a vetted business, government agency, or NGO.</p> <p>Note: Students with credit for GDS 310 or SOC 396 cannot take this course for further credit</p>															
Prerequisites (or NONE):		60 university-level credits, instructor's permission, and department head's permission.													
Corequisites (if applicable, or NONE):															
Pre/corequisites (if applicable, or NONE):															
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: GDS 310/SOC 396 Cross-listed with: Equivalent course(s): GDS 310/SOC 396 <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Every semester Maximum enrolment (for information only): Variable, determined in Consultation with Dean of Science on a per term basis													
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Tutorials/workshops</td> <td>21</td> </tr> <tr> <td>Experiential (internship)</td> <td>315</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total hours</td> <td>336</td> </tr> </table>		Tutorials/workshops	21	Experiential (internship)	315							Total hours	336	Prior Learning Assessment and Recognition (PLAR) PLAR is available for this course.	
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Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No		Transfer Credit (See bctransferguide.ca .) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>													
Department approval		Date of meeting:													
Faculty Council approval		Date of meeting:													
Undergraduate Education Committee (UEC) approval		Date of meeting: January 30, 2026													

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Work in collaboration with immediate workplace supervisors to develop goals that benefit both the student, based on abilities and needs, and the larger organization.
2. Utilize skills learned in their academic program in a professional setting, including critical thinking, interpersonal communications, technical skills, project management, and the like.
3. Apply knowledge from the workplace in future academic coursework, future career opportunities, or independent research.
4. Examine their own values relative to those of an employing agency.
5. Describe the differences and commonalities within the context of community development or sustainability work.
6. Express effectively, through written and verbal reflection, one's sense of vocation, understanding of other cultures, and engagement as a regional and global citizen.
7. Evaluate, based on the placement experience, what skills and knowledge may still be required in relation to employment and professional development in a field related to the internship.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	70%	Field evaluation:	30%	%
	%		%	%

Details:

All internship experience is graded on a letter grade basis. The agency supervisor will provide an evaluation of the intern's activities and outputs to the UFV faculty supervisor. The final grade for this course will be assigned by the faculty supervisor when the required number of hours and all required assignments have been completed satisfactorily.

The letter grade will be based on completion of the following:

1. Annotated bibliography of relevant readings prior to start of internship: 10%
2. Biweekly seminar class (if relevant to placements): 15%
3. Mid-term evaluation completed by the agency supervisor: 15%
4. End of term evaluation completed by the agency supervisor (including confirmation of required number of hours): 15%
5. Completion of weekly work plans and/or work journal: 15%
6. Internship portfolio: The internship portfolio should contain the following components, at the minimum: 10%
 - Title page
 - Table of contents
 - Internship learning goals document (signed)
 - Weekly journal entries
 - Internship sponsoring organization information (any brochures on the organization, organization's mission, etc.)
 - At least three samples of internship work product (memos or letters, marketing materials, project reports, etc.)
 - Completed on-site supervisor evaluation form
 - Letter of recommendation from on-site supervisor or one of your other colleagues at the internship organization
 - Resume excerpt – these are the bullet points to update resume to reflect internship experience.
 - Post-internship reflection paper – this is a 3-5 page paper giving a description of your internship duties, discussing your internship learning goals and assessing whether you achieved your goals: 20%

Note that the internship portfolio is a compilation of components that are weighted separately and the 10% for the portfolio is an evaluation of the compilation of components into an integrated whole.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

The primary instructional method used is experiential, independent learning where students work to integrate development theory and practice in a workplace setting under the direction of a workplace liaison and faculty supervisor. This instructional method provides students with the opportunity to apply classroom concepts in a real world environment. Students will work with the department to secure placement(s), prepare for their internship, and coordinate debriefing when the internship is completed.

Additionally, an integrative seminar will focus on discussion of issues that come up in the internship setting and the presentation of case-studies, theories and ethical dilemmas in the practice setting. The mode of this seminar is dependent on the nature and location of the internship but will occur before, during and after the placement.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Journal	Babacan, H. & Gopalkrishnan, N.	Community work partnerships in a global context	2001
2. Journal	Bradshaw, T. K.	Complex community development projects: Collaboration, comprehensive programs, and community coalitions in complex society	2000

3. Textbook	Burden, J.	Community building, volunteering and action research	2000
4. Textbook	Tiessen, R. & Huish, R.	Globetrotting or Global Citizenship	2014
5. Textbook	Dekker, P. & Halman, L.	The Values of Volunteering: Cross-cultural Perspectives	2003

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

Students are responsible for all costs associated with the practicum and transportation to and from the internship setting. Please note that in selected cases, funding and/or grants to assist with costs of placement are available.

Course Content and Topics

Internship placements are to be coordinated with the department prior to the beginning of the semester.

Week:

1. Introduction and overview of seminar course content, expectations, and assignments
2. The purpose of an internship/issues from the field
3. Planning to learn / Getting started / Using supervision / Issues from the field
4. Signed learning contract due
5. Sponsor agency context/Goals/Values issues from the field
6. Issues from the field
7. Mid-term/ agency supervisor evaluation due
8. In-class internship presentations
9. Issues from the field
10. In-class internship presentations
11. Issues from the field
12. Internship portfolio and debriefing