



MOS Internship Program at King's

INTERNSHIP Course MOS 3490, 3491, 3492, 3493 & 3494

Internship: Planning, Practicum and Prospects Course Information and Outline
2025- 2026 Academic Year (Prep Year: 2024-2025)

Contact: School of Management, Economics, and Mathematics (MEM)

Office: Dante Lenardon Hall 123

Email: [MOS Internship Coordinator](#)

Office Hours: Please email to set up an appointment

Website: [Internship Program - King's University College \(uwo.ca\)](#)

Course Information

Academic Calendar Description:

A series of preparatory workshops prepares students for a practical professional learning experience. Using an application/interview process, students are selected for an 8-16 months work term in a sponsoring agency approved by the Department of Management and Organizational Studies. During the work term, students will complete an interim report, and following the work term, interns must complete a written report and oral presentation on work undertaken during the internship.

Prerequisite(s): Business Administration 2257, or MOS 2227A/B and 2228A/B, completion of 2nd year of BMOS Program with a minimum average of 70%, and participation in Preparation and Training Workshops. Approval of, and acceptance into, an internship work term.

Extra Information: 1.0 course, Pass/Fail.

Course Weight: 1.0

Breadth: CATEGORY A

Subject Code: MOS

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2024-2025

1. Course Design

The course is in four sections:

1. A preparatory component, including: information session, cover letter/resume writing, interview skills, business etiquette, etc. It is imperative that, in a highly competitive recruitment market, you, a King's MOS student, are not only able to demonstrate proficiency in technical/research areas, but that you also possess strong interpersonal skills and a basic understanding of business practices. Attendance of two classes is mandatory.
2. An 8-16 months internship placement. Performance review(s) will be submitted to the Internship Coordinator for review.
3. Following the internship placement, interns have the choice of submitting a written report focusing on the technical aspect of the placement, a video representing the work term or a letter written to a future internship student. Interns will also prepare an oral presentation. A pass/fail grade will be assigned based on performance review(s), as well as the oral and written presentation.
4. In addition, all interns will participate in general discussions of what they have learned during their internship placement including interview skills, action planning/goal setting, business etiquette, etc., and how these areas differ from one business setting to another. The goal of this component is to give interns the opportunity to learn from one another, how their skills are transferable between multiple settings and industries.

2. Overview

The Canadian Association for Internship Programs (CAFIP) defines an internship as “an extended period of time, typically 8 to 16 months of continuous duration, spent by a university student formally employed in a setting which provides work experience directly related to the student's academic program and career objectives.”

Employers definitely see the benefits of hiring and training students with three years of academic education to take on major projects and responsibilities. Both students and employers may find that there is a good match of interests leading to a full-time job offer after graduation. Internship students are regarded as regular employees taking on responsibilities beyond the typical duties assigned to co-op summer students with a shorter work period.

3. Course Objectives

To provide students with industrial working experiences in fields such as Accounting, Finance, Human Resources, Supply Chain, and Marketing.

4. Performance Objectives

In order to achieve a PASS on this intern, students should submit a final report at the end of the internship term. School of MEM also carefully review supervisor's comments on the Work Performance of interns.

Returning interns are expected to participate information sessions (schedule by School of MEM at King's) by attending year three classes at the beginning of each academic year to speak to potential internship applicants.

The final evaluation of the student's performance is based on the above mentioned three components.

5. Methods of Evaluation

The following assignments and exams will constitute the total grade for the course. The grading will be based as given below:

Work Performance (written by the Supervisor)	PASS
Final Report from the Intern	PASS
Attending In-Class Scheduled Information	PASS

6. Course Information and Outline

- Preparation [2024-2025 Academic Year]:
 - Attendance is **mandatory** for the Compulsory Workshop and the Information Session.
 - Meet with Internship Coordinator or Internship Assistant by appointment to review cover letter and resume.
 - Submit work permit by deadline communicated by Internship Coordinator (for International students only).
- Internship Placement [2025-2026 Academic Year]:
 - Participate in mid-point site visit [TBD].
 - Submit Performance Evaluation(s) to Internship Coordinator by **SEPTEMBER 9, 2026 at 4:00 pm** via email ([MOS Internship Coordinator](#)).
- Technical Report or Work Term Video or Letter to a Future Internship Student
 - Complete and submit written technical report, video or letter (choose **one**) by **SEPTEMBER 11, 2026 at 4:00 pm** to Internship Coordinator via email ([MOS Internship Coordinator](#)).
- Presentation [**Fall 2026**]:
 - Attend meeting [TBD].
 - Set up oral presentation date by **September 16, 2026** with Internship Coordinator.

7. Course Dates

Date	Event	Details
Fall 2024	Introduction to the MOS Internship Program	Information Session
Fall 2024	Introduction to Cover Letters, Resumes, and Interview Skills	Workshop by Careers & Experience
Fall 2024	Resume Review	1:1 meeting with MOS Internship Coordinator or Internship Assistant

2024 – 2025 (dates will vary by contract)	Internship placement (8 - 16 months) Mid-point site visit	Students will start their internship between May 2025 - September 2026, and will return to full-time studies in September 2026 Students will organize a mid-point site visit with the Internship Coordinator
Sept 9, 2026 by 4:00PM	Submit Employer Evaluation Submit report, video, or letter	Employer Evaluation and choice of technical report, work term video, or letter to a future internship student are due by 4:00PM on September 9, 2026
Fall 2026	Welcome Back meeting (optional)	Students will gather and initiate selection and planning of oral presentations
Fall 2026 (Sept - Oct)	Conduct in-class oral presentations for recruitment at King's	Students will complete their oral presentation requirement

8. Final Reports

Technical Report

- Your report will be 10-15 pages long, double-spaced.
- Do not forget to organize your report in an easy to read, logical format. You should craft an appropriate Introduction, Body and Conclusion. Please remember to use appropriate writing style, correct grammar and spelling!
- Your report must include the following:
 - A brief overview of the company you worked for
 - A description of your work environment
 - Technical description of the work you did, equipment that you worked with, projects that you contributed to, etc.
 - Any technical calculations or technical knowledge gained

Please be advised that if there are issues of confidentiality or proprietary rights, please see the Internship Coordinator immediately. Alternate arrangements will be made.

Your report may include the following:

- A comparison of how well you were prepared for the workforce at the beginning of your internship vs. how well you feel prepared now.
- A discussion of how your course work affected the placement: Were there any specific courses that were useful to you? Are there courses that you would recommend be included in the degree? How do you think having completed an internship will help you in your final year at Western?
- Has the Internship placement changed your future career goals? How?
- Feel free to address specific Internship issues you may have faced or offer recommendations on the Internship Program.

- Photos of equipment, workspace or people on the job are encouraged.
 - Note: The written portion of your report [excluding photos] must be 10-15 pages long.

Please be advised that we may request your permission to use excerpts from your report [including photos] for advertising purposes.

Work Term Video

- Prepare a 5-10 minutes video that represents your learning experience or a certain aspect of it.
- Prepare a short written description including information about the organization and your role.

Letter to a Future Internship Student

- Describe and reflect on your work experience by writing a letter to a future internship student to prepare them for a work term in the organization you just left.
- Include a description of the role and the company.
- Emphasize academic, professional and self-learning.
- Include advice on how another student might prepare for the workplace, how to navigate workplace culture, and how to make the most of their time on the job.
- Your letter should be 8-10 pages long, double-spaced.

Presentation

- You will give a 5-minute presentation to your departmental representative, Internship Program staff, students and/or faculty members.
- The presentation will be advertised throughout your department. We hope that your presentation will encourage other students to participate in the DAN Internship Program.
- Please advise the course coordinator whether you will require specific AV equipment [overhead projector, PowerPoint projector, slide projector, etc.] at the time of negotiating your presentation date.
- The presentation and technical report/video/letter should not be identical. You may wish to include in your presentation some of the same aspects as in your report, video or letter but in a brief format. You could talk about a typical day at work, what aspect of teamwork you enjoyed/disliked, what was the workload like on an annual cycle, what you expected vs. whether you had unique/interesting opportunities [travel, special presentations, collaborations, own office space, etc.] What did you learn to help clarify future career decisions? Has it helped clarify your career choice? Do you have a job offer already? Do you feel more confident about the job search now?
- The presentation will be graded on content [informative, interesting, etc], quality of the preparation and how well you answer questions.

Confidentiality

Students have a primary responsibility to respect client confidentiality and safeguard verbal and written information obtained during the course of their internship. Students are encouraged to discuss the specific confidentiality policies of their site with the internship supervisor.

9. Plagiarism

Students must write their essays and assignments in their own words. Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Academic Calendar).

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>.

10. Support Services

- Students who are in emotional/mental health distress should refer to Mental Health@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.
- University Students Council provides many valuable support services for students (including the health insurance plan) <http://westernusc.ca/services/>.
- Information about Counselling and Student Development, including Services for Students with Disabilities at King's is available at <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/dean-of-students/>
- For emotional/mental health assistance see: <http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>
- The web site for Academic Services at King's University College is <http://www.kings.uwo.ca/currentstudents/academic-support/>
- *The Policy on Accommodation for Illness is being revised for September 2019. Updated information will be posted to the Faculty Resource OWL*
- *Non-Medical Absences – This policy is currently being revised for September 2019. Updated information will be posted to the Faculty Resource OWL*



General Course Policies

2024–25

1. Academic Accommodations, Consideration for Absences

Academic Accommodation (Accessibility)

Accessibility Services works to ensure that academic programs are accessible to all students, and supports students who may have a condition related to, but not limited to, vision, hearing, mobility, different ways of learning, mental health, chronic illnesses, chronic pain, autism spectrum disorder, ADD/ADHD, and temporary conditions (beyond short-term academic consideration). Accessibility Services provides recommendations for accommodation based on medical documentation or psychological and cognitive assessment. The accommodation policy can be found here [Academic Accommodation for Students with Disabilities](#). Information on Accessibility Services at King's can be found [here](#).

Academic Considerations for Absence/Missed Assessments

If a student is unable to meet a course requirement due to substantial but temporary extenuating circumstances (medical or compassionate), they should follow the procedures below.

Requests for academic consideration should be directed to the Academic Advising Office of your faculty/college of registration using the extranet portal (www.extranet.uwo.ca). Requests must be made as soon as possible and no later than 48 hours after the missed assessment.

As a rule, documentation is required for academic consideration. For academic consideration requests on medical grounds, the Student Medical Certificate is available at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Students are permitted one academic consideration request without supporting documentation per term per course.

Instructors may designate one assessment per half-course weight as requiring formal supporting documentation. Please refer to the course outline for each course.

In some cases, where instructors have built flexibility into their assessments, this flexibility will already address consideration needs and further consideration may be denied. Please refer to the course outline for each course.

Academic consideration for examinations scheduled by the Office of the Registrar always requires documentation.

The policy on academic consideration is found here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf

Absences from Final Examinations

If you miss the final examination, contact the Academic Advising Office of your faculty/college of registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by

the University to a makeup final examination).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, or more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](#)).

Religious Accommodation

Students should consult the University's list of recognized religious holidays, and should give notice in writing to the instructor and Academic Advising Office if a course requirement will be affected by a religious holiday/observance. Notice must be given as early as possible, and no later than two weeks prior to an examination, and one week prior to a midterm test date. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

For policy on accommodation for religious holidays, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

2. Support Services

Accessibility, Counselling and Student Development at King's University College:

<https://www.kings.uwo.ca/current-students/student-services/>

Students experiencing emotional or mental health distress can access services at King's University College:

<http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>

Good2talk is a good online and phone 24/7 resource for students and is available in English, Mandarin, and French: <https://good2talk.ca>, 1-866-925-5454

MentalHealth@Western provides a complete list of options about how to obtain help:

https://www.uwo.ca/health/mental_wellbeing/

Academic Support Services at King's University College:

<https://www.kings.uwo.ca/current-students/academic-resources/>

King's is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at: <https://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

See also https://www.uwo.ca/health/student_support/survivor_support/get-help.html

University Students' Council offers many valuable support services for students, including the health insurance plan: <http://westernusc.ca/services/>

3. Statement on Use of Electronic Devices

Use of Electronic Devices: Unless explicitly stated otherwise, you are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations. Unauthorized possession of such a device during a test or examination constitutes an academic offence.

Use of Laptops, Tablets, and Smartphones in the Classroom: King's University College at Western University acknowledges the integration of new technologies and learning methods into the curriculum. The use of electronic devices such as laptop computers, tablets, or smartphones can contribute to student engagement and effective

learning. At the same time, King's recognizes that instructors and students share jointly the responsibility to establish and maintain a respectful classroom environment conducive to learning.

The use of electronic devices by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using electronic devices for purposes not directly related to the class may be subject to sanctions under the Student Code of Conduct; see <https://www.kings.uwo.ca/current-students/student-affairs/code-of-student-conduct1/>

Inappropriate use of electronics (e.g., laptops, tablets, smartphones) during lectures, seminars, labs, etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of electronic devices in these settings. In addition, in order to provide a safe classroom environment, students attending in-person class sessions are strongly advised to operate laptops with batteries rather than power cords.

4. Statement on Academic Offences

King's is committed to 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, is posted at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

It is expected that students will submit work that is truly their own, completed without external assistance (human or artificial) except as explicitly permitted by the course instructor. Check with your instructor on what tools are permitted in the course, including generative AI (e.g. ChatGPT, translation tools, grammar-checking tools). Because a tool is permitted in one course, that does not mean it is permitted in other courses.

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; see <https://elearningtoolkit.uwo.ca/tools/TurnItIn.html>

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

5. Copyright of Course Material

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member. Unauthorized sharing of class content is subject to academic discipline.

Similarly, students own copyright of their own original papers and exam essays. If a faculty member wishes to post a student's answers or papers on the course website, they should ask for the student's written permission.

6. Use of Recordings

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation and/or the participant has the prior written permission of the instructor. Unauthorized recording and/or sharing of class content is subject to academic discipline.

7. Policy on Attendance

Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course, will be reported to the Dean of the Faculty offering the course, after due warning has been given. On the recommendation of the department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course.