

Course Title:	Work in Thought and Action												
Course Code:	INPR 210												
Subject:	Work based learning, business and cultural studies												
Credits:	3												
Contact Hours:	191.5 including 11.5 hours of traditional faculty contact and 180 hours of work placement contact (4.5 days per week)												
Semester/Term:	<input checked="" type="checkbox"/> Semester												
Course Description:	<p>This dynamic experiential education course provides the academic structure to maximise your internship experience and connect it to both your course of study and career aspirations through exploring intercultural work experiences, amplifying personal development and enriching both your professional network and skill set.</p> <p>The class will give you an opportunity to gain insight into your individual, unique psychometric profile and intercultural competence through a development workshop - a valuable outcome for navigating your professional progress, networks and personal growth in the future.</p>												
Course Requirements:	<p>Required Text</p> <p><i>There is no assigned textbook for this course. Instead, the following extracts, available on Canvas or via web link, are required as preparatory reading.</i></p> <ol style="list-style-type: none"> 1. Simos, J. 'Pedagogies, Learning and Reflection' in <i>The Textbook for Work based learning</i> (2008) Middlesex University. 2. Culture at Work, British Council 2024 3. Equality, Diversity and Inclusion Strategy, Companies House 2020/25 4. Articles and powerpoint lecture slides are available from the instructor on the course Canvas site through Arcadia University. <p>Articles and powerpoint lecture slides are available from the instructor on the course Canvas site through Arcadia University.</p> <p>Assignments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course Requirements</th><th style="text-align: center;">Percentages</th></tr> </thead> <tbody> <tr> <td>Placement goals</td><td style="text-align: center;">5 %</td></tr> <tr> <td>Reflective assignments</td><td style="text-align: center;">20 %</td></tr> <tr> <td>Personal & professional development workshop participation</td><td style="text-align: center;">25 %</td></tr> <tr> <td>Presentations</td><td style="text-align: center;">20 %</td></tr> <tr> <td>Digital portfolio</td><td style="text-align: center;">20%</td></tr> </tbody> </table>	Course Requirements	Percentages	Placement goals	5 %	Reflective assignments	20 %	Personal & professional development workshop participation	25 %	Presentations	20 %	Digital portfolio	20%
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	Class participation	10%
	Total	100%
	<p>Reflective assignments (20%)</p> <p>Students are required to complete the outlined reflective assignments and discuss critical incidents they have experienced or professional developments. Students are expected to revisit, review and evaluate their initial placement goals throughout the semester using this reflective opportunity.</p> <p>Digital Resume Portfolio (20%)</p> <p>Following the digital resume class, students are to construct a digital portfolio. This portfolio needs to include a resume, an updated LinkedIn (or relevant alternative) profile and a cover letter in response to an actual job advert, graduate school or academic program.</p> <p>Personal Development Workshop participation 25%</p> <p>During the development workshop, students are expected to contribute to all group activities, offer peer feedback and engage with diligence.</p> <p>Reflective Presentation (20%)</p> <p>During the final week of placements, students are required to reflect upon their placement experience in the context of their initial placement goals through a presentation and consider questions such as:</p> <ul style="list-style-type: none"> - What did I learn about my industry? - What did I learn about local workplace culture? - What did I learn about myself as a professional? <p>The presentation should explore the challenges and learning opportunities encountered during the placement experience, the skills they have gained and how the placement has influenced their professional aspirations.</p> <p>Class participation (10%)</p> <p>Students are required to attend and actively participate in all class sessions.</p>	
Learning Outcomes and/or Expected Student	On completion of the course, students should be able to:	

Competencies and Assessment Measures:		
	Learning Outcomes	Course Requirement that will be used to assess the student's achievement of this outcome
	Critically analyse and evaluate the cultural, economic and political dynamics encountered during the placement experience.	Class participation Reflective assignments Presentation
	Identify learning opportunities encountered through practical experience and respond to these opportunities to maximize professional development.	Placement goals Reflective assignments Presentation
	Identify expectations and goals to synthesize their own reflections on practical experiences with those of peers and connect that learning to future goals through a semester-long action plan.	Placement goals Reflective assignments Presentation
	Gain a comprehensive understanding of professional development practices, personal psychometric profile, personal intercultural aptitude and peer review.	Digital portfolio Reflective assignments Presentation
Course Outline:		
	Session	Topic
	Session 1: Initial Briefing	1 hour, in person
	Session 2: Initial Workshop	Workshop specific to UAL course 3 hours, in person

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	Session 3	Introduction to the British workplace & INPR 210 1 hour, in person
	Session 4	Professional & personal development workshop 4 hours, in person
	Session 5	check in/ tutorials online (optional individual tutorials)
	Session 6	Your professional profile online (individual, additional tutorials)
	Session 7	Preparing for presentations and research project submissions online (individual, additional tutorials)
	Session 8	Presentations 1.5 hours, in person
Other Policies:	<p>Expectations Professional behavior is expected of all students. This includes preparation for classes, on-time attendance at synchronous class sessions, attendance at all group sessions and appropriate participation in the form of attentiveness and contributions to the course. Respect for the academic process is the major guiding principle for professional behavior and extends to all communications, including email.</p> <p>Attendance/Participation Prompt attendance, full preparation, and active participation in class discussions are expected from every student in every class session. This includes participation in online discussion boards as well as during synchronous class sessions. The full London Center Attendance Policy is published in the Academic Toolkit Work placement attendance, while not graded, is required as a core element of the course.</p> <p>Course Policies/Communications For email communications, students must use their Arcadia University email account. Students are responsible for any information provided by e-mail or through postings in the learning management system. This syllabus is subject to change, and any changes will be communicated to you via email or the learning management system.</p> <p>Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those</p>	

tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools. Assignments prompts will also state where these tools can be used, no reference to such use indicates that the usage is not permitted.

Classroom Etiquette

Eating is not permitted in any classroom. Kindly dispose of rubbish in the bins provided. Please keep your mobile phones on silent/off in class. Electronic devices must be put away during class unless you are asked to use them for class purposes.

Plagiarism

Representation of another's work or ideas as one's own in academic submissions is plagiarism, and is cause for disciplinary action. *Cheating* is actual or attempted use of resources not authorized by the instructor(s) for academic submissions. Students caught cheating in this course will receive a failing grade. *Fabrication* is the falsification or creation of data, research or resources to support academic submissions, and cause for disciplinary action. **AI** - Use of artificial intelligence or machine learning tools to produce or assist with content production without proper authorization and attribution is plagiarism and will be treated as a violation of Arcadia University's Code of Academic Responsibility and Integrity.

Submission of Work/Late or Missed Assignments

Normally, will not be accepted for grading. Written work must be submitted as per the lecturer's instruction, by the stated deadline. Late assignments will accrue a 2% per day reduction to the assignment grade. For example, an assignment turned in 5 days late will be reduced by 10% (one full letter grade). Failure to sit a required examination or submit the requisite final assignments for a course will result in a grade of F for that course. Arrangements made with individual instructors do not supersede this requirement. For mitigating/extenuating circumstances to be considered, you must contact the Arcadia Academic Office prior to the work deadline. End of semester assessments must be submitted on time and before departing the country.

Students Requiring Academic Accommodations

Students with documented disabilities requiring accommodations to meet the expectations of this course should disclose this information while enrolling into the program, and before leaving the United States so that appropriate arrangements can be made. Please direct any support queries regarding disability or learning differences to the Associate Director of Academic Affairs (London Center).

Incident Reporting and Compliance with Sexual Harassment and Misconduct Policies

Arcadia University is committed to supporting students abroad who are affected by any incident which impacts their safety or well-being, including but not limited to:

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	reports of possible crime, behavioral issues, discrimination or harassment, sexual misconduct, hospitalization, other health concerns, or issues prompting early program departure ("Incidents"). This may include assisting affected individuals with accessing the criminal justice system or internal processes, as available. Arcadia generally defers to the wishes of the individual affected, but Arcadia does comply with the University's Sexual Harassment and Misconduct Policy and any relevant laws for all programs that operate under its auspices, and there may be circumstances where an individual's autonomy may be limited. Information about Arcadia's policies and procedures, including the Policy Prohibiting Sexual Harassment and Sexual Misconduct, can be found in the Student Handbook (pg.42).
Prerequisites:	A mindset of openness, curiosity and respect for change and new professional experiences: this course frames the Arcadia internship placement academically.
Country and Program Connection:	This course enhances your interaction with and understanding of the British workplace and offers you the opportunity to gain a comprehensive understanding of your short term and long term developmental potential.