

Gain professional experience in  
communication!

CMN3916 - Apprenticeship



## CMN3916 - Apprenticeship

Looking for professional experience but not enrolled in CO-OP?

Want to confirm that your studies are heading in the right direction?

Want to fine-tune the skills and knowledge you're acquiring in class?

Whatever your reasons for taking an apprenticeship, you are bound to gain relevant experience from it, because it's tailored by your initiative. CMN 3916 is a supervised apprenticeship in an external organization. It stands out from others since it enables you to establish a working relationship (either paid or unpaid) with the employer of your choice. At the end of the apprenticeship, you must write a report, under the supervision of the department, highlighting the link between your experience and your studies.

Simply put, with this apprenticeship program, you will be doing what you want, where you want. Best of all, you earn three credits towards your degree!

Set yourself apart! Take your studies in the direction you want - you'll be on your way toward the dream job you've thinking about since first year.

If you meet the requirements below, get started by contacting Dr. Evan Potter ([epotter@uottawa.ca](mailto:epotter@uottawa.ca)), Director of Undergraduate Studies and Apprenticeship Coordinator.

## DESCRIPTION

### CMN 3916 APPRENTICESHIP (3 cr. – 175 hours)

An apprenticeship experience enables you to establish links between your university studies and the professional world. Simply put, you apply the theoretical concepts explored in class to real-life situations in different organizations. For this reason, the apprenticeship comprises two aspects: one theoretical, the other practical. It involves crafting a research question (theoretical aspect) and then exploring its merit and scope through activities in an organization (practical aspect).

## ELIGIBILITY CRITERIA

To take part in an apprenticeship, you need a cumulative grade point average (**CGPA**) of at least **7.0** with no deferred grades (**DFR**) and must be in the third or fourth year of an honours or a joint honours program in communication. The steps are as follows:

- Submit an “Application for Apprenticeship” at the Department of Communication before the deadline.
- Contact the Apprenticeship Coordinator.
- Work a minimum of 175 hours in the organization.

### Deadlines

Summer:	June 1
Fall:	August 1
Winter:	December 1

## EXAMPLES OF APPRENTICESHIPS

- Youth network coordinator, Heritage Canada
- Communications officer, Caisse Populaire Lasalle
- Research assistant at the Department of Foreign Affairs and International Trade (DFAIT)
- Event planning assistant, University of Ottawa
- Web page designer, Credible Edibles
- Change team leader, MD Management
- President, Communication Students Association

***You may not register (with the Senior Academic Assistant) for an apprenticeship before your application is approved by the Department (Apprenticeship Coordinator).***

## CMN 3916 – APPRENTICESHIP REGISTRATION PROCEDURE

If you meet the registration requirements, you must contact the organization where you would like to work. With the supervisor at your chosen organization, you must identify and describe your duties and objectives to then get official approval from the Academic Coordinator.

***Only after you receive this approval should you consider yourself officially registered in CMN 3916.***

### **Deadlines for submitting your “Application for apprenticeship”**

Summer: June 1  
Fall: August 1  
Winter: December 1

### **WRITTEN REPORT**

*Your written report must include the following:*

1. A short evaluation of your performance from the supervisor. (The evaluation can consist of a regular employee evaluation or a summary letter.). The evaluation is a key element in the evaluation of the course.
2. 8 to 10 pages organized as follows:

#### **Introduction**

- A description of the organization (what it is, what it does, etc.)
- A description of your role, duties and accomplishments

#### **Development**

- A discussion of how the duties fit your study plan and coursework (analyze the mandate and roles of the organization, as well as your contribution in light of communication theory and methodologies)
- A description of what you learned
- Examples of work you might have produced (append reports, press releases, etc.).

#### **Conclusion**

- A self-evaluation of your performance

### **Submitting your report**

Send your report directly to Dr. Evan Potter (Director of Undergraduate Studies) at the Department of Communication.

**Submission deadline:** Your report must be in by the last day of the official final examination period.

**Grading:** You receive a qualitative grade of either “P” (Pass) or “NS” (Non-satisfactory).

**CMN 3916 – APPRENTICESHIP (Three credits)**  
**Application form TO BE COMPLETED BY THE STUDENT**

Session: Summer: \_\_\_\_\_ Fall: \_\_\_\_\_ Winter: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Student no.: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program: \_\_\_\_\_

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**TO BE COMPLETED BY THE DEPARTMENT**

Program: \_\_\_\_\_ Year level: \_\_\_\_\_

C.G.P.A: \_\_\_\_\_

Eligible: \_\_\_\_\_ Not eligible: \_\_\_\_\_

Application submitted to the Coordinator:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Academic Assistant)

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**DEPARTMENT'S DECISION**

Accepted: \_\_\_\_\_

Refused: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CMN 3916 – APPRENTICESHIP (Three credits)**  
**Application form TO BE COMPLETED BY THE EMPLOYER**

Name of trainee: \_\_\_\_\_

Position held: \_\_\_\_\_

**SUPERVISOR**

Name: \_\_\_\_\_

Title and organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of trainee's duties: *(use a separate sheet, if needed)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting on: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY) Ending on: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

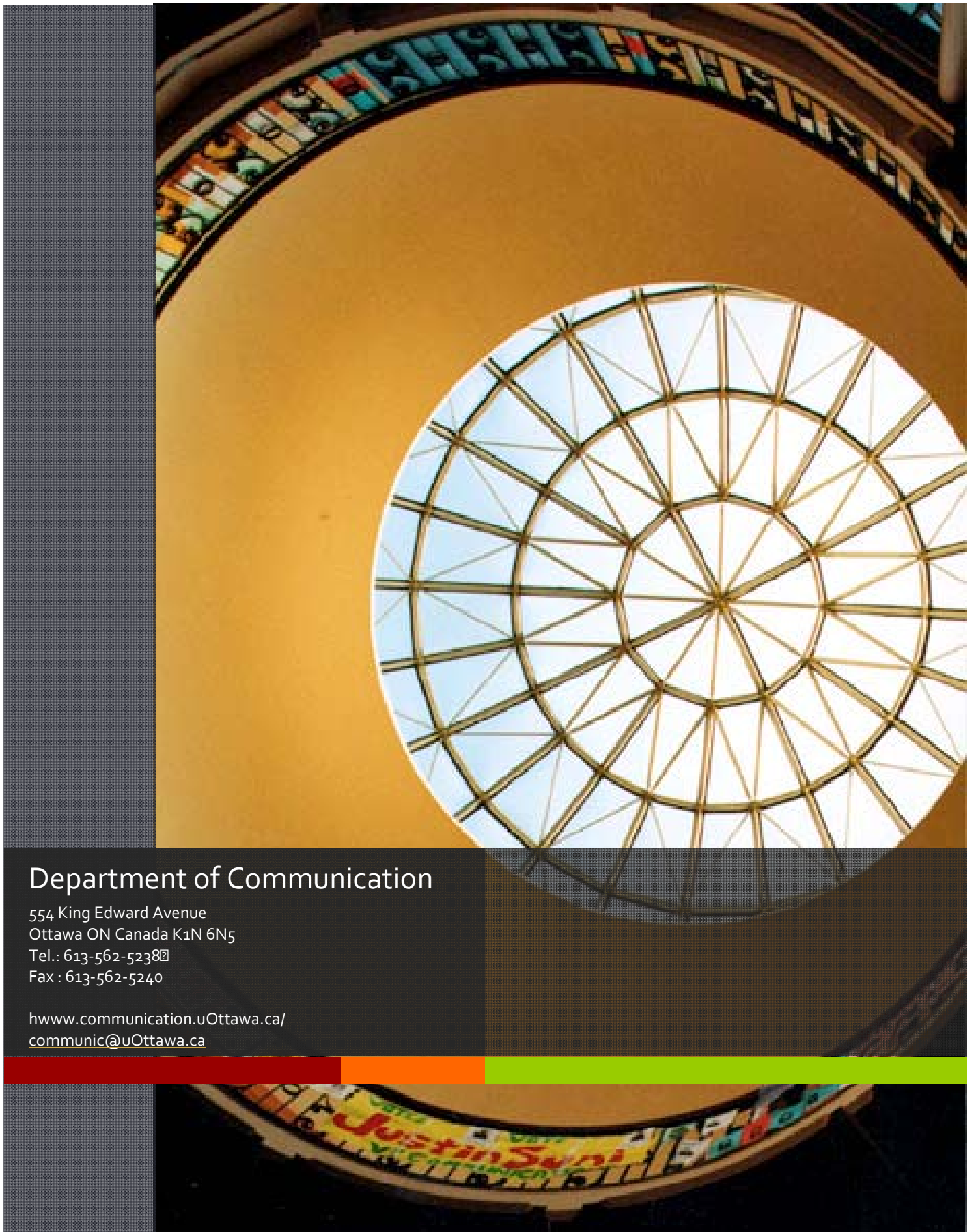
Number of hours a week: \_\_\_\_\_ For a total of: \_\_\_\_\_ hours

Salaried apprenticeship: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Supervisor)



## Department of Communication

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