



LAKEHEAD UNIVERSITY
FACULTY OF SOCIAL SCIENCES AND HUMANITIES
INTERDISCIPLINARY STUDIES
CHANGE REQUEST REPORT

Change Request Tracking Number: 2025-SOC-9098
Title of Change Request: Media, Film, and Communications
Internships Minor Changes
Status of Change Request: In Workflow

Change Request can be split

CHANGE REQUEST CONTENTS

#	Type	Title
1.	New Version of a Course	Internship I

2.

New Version of a Course

Internship II

CHANGE REQUEST HISTORY

Workflow Stage	Action Type	Action Taken By	Change Made	Action Rationale	Date
Initiator	Approved	Alice den Otter	Yes	Submitted to workflow. Calendar changes were approved by Interdisciplinary Studies on October 6, 2025.	10/11/2025, 12:03 PM
Submission Review (Manager of Curriculum Development)	Approved	Submission Review	No	Ok to move forward in workflow.	10/15/2025, 09:27 AM

SUPPORTING DOCUMENTS

None.

SUPPORTING DOCUMENTS AUDIT TRAIL

None.

CHANGE REQUEST COMMENTS

Date	User	Change Request Comment
10/11/2025, 12:01 PM	Alice den Otter	We are adding a 70% major requirement at third or fourth-year level and fine tuning notes.

1.

New Version of a Course

Internship I

Justification

Requiring a 70% major average and third or fourth-year level would help ensure that students have the maturity and ability to be successful at the internship site. Since internship students are ambassadors for the program and Lakehead University in general, competence is necessary to foster good relations with internship sites, encouraging their willingness to host interns in the future. Adjustment of the wording about arrangements is needed to offset the implication that students will locate and set up their own internships.

COURSE DETAILS

MODIFY COURSE FORM – The following is information that will be displayed in the University Calendar

Course Code: Media, Film, and Communications 3910 The code is the 'subject' plus the course number (e.g. "Biology 1110").

Title of Course: Internship I

Course Description: A twelve-week internship engaged in media-related work for five hours per week, under the supervision of a faculty member and an on-site supervisor. Students will be required to critically reflect on their internship in submitted assignments.

Credit Weight of this Course: 0.5 Example 0.25, 0.5, 1.0, 1.5 etc

Offering (Hours of instruction): 2-0; or 2-0 plus internship 5 hours per week for 12 weeks Example 3-0

List any prerequisites for this course here:

List any corequisites for this course here:

List any special notes or restrictions for this course here: Open only to third and fourth-year Media, Film, and Communications Majors with the a 70% major average and permission of the Chair of the Department Interdisciplinary Studies. ~~Arrangements~~ Application materials for the internship must be finalized-submitted three months before the beginning of term and approved by the ~~Chair of the Department Interdisciplinary Studies~~Coordinator of Media, Film, and Communications. Will appear in the Calendar. For example: A course fee for field activities may be required.

What is the Grade Scheme?:

- Pass/Fail

Is this a Special Topics course?:

Is this course cross listed with another? If so, enter the other course code here:

Course Classification(s):

- Type A: Humanities
- Type B: Social Sciences

The following is information for Committee Review

Faculty or Institution Unit:

- Lakehead University
- Faculty of Social Sciences and Humanities

Calendar Start Term. When this change should be displayed in the Calendar: 20222026-2327

Calendar End Term. When is the last calendar year this should be displayed?: No Specified End Date Use No Specified End date unless you are removing it from the calendar.

Academic Level: Undergraduate

Is this a required course, or an elective?:

- Elective

What is the pedagogical rationale for this request? Why are you submitting this request?: ~~Shifting to a Pass/Fail system makes sense for experiential internships that are jointly supervised in work environments that can vary significantly from one another. Students keep a "reflective journal" where they reflect on their weekly learning and showcase what they are working on. Written qualitative evaluations are provided. Requiring a 70% major average and third or fourth-year level would help ensure that students have the maturity and ability to be successful~~

at the internship site. Since internship students are ambassadors for the program and Lakehead University in general, competence is necessary to foster good relations with internship sites, encouraging their willingness to host interns in the future. Adjustment of the wording about arrangements is needed to offset the implication that students will locate and set up their own internships. For example, is this change required for accreditation?

Learning Outcomes:

Curriculum Navigator Resources Page

- REQUIRED FIELD – Course
Experiential Learning
Types:
- Internships
 - ~~Case Studies~~
 - ~~Simulated Workplace~~

The following is information for Senate Budget Committee Consideration

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

- Will this request impact student enrolment in another program within the same faculty/unit?: No
- Will this request impact student enrolment in another program in a different faculty/unit?: No
- Will additional resources be required (space, staff, equipment, etc)? : No
- How will this impact existing teaching loads within this faculty/unit?: No
- What is the impact on the demand for teaching support services (library, computers, staff, etc)? : No
- Will this course require outside support? If yes, please outline the amount and timing of the funding: No

2.	New Version of a Course	Internship II
Justification		
Requiring a 70% major average and third or fourth-year level would help ensure that		

students have the maturity and ability to be successful at the internship site. Since internship students are ambassadors for the program and Lakehead University in general, competence is necessary to foster good relations with internship sites, encouraging their willingness to host interns in the future. Adjustment of the wording about arrangements is needed to offset the implication that students will locate and set up their own internships.

COURSE DETAILS

MODIFY COURSE FORM – The following is information that will be displayed in the University Calendar

Course Code: Media, Film, and Communications 3930 The code is the 'subject' plus the course number (e.g. "Biology 1110").

Title of Course: Internship II

Course Description: A twelve-week internship engaged in media-related work for five hours per week, under the supervision of a faculty member and an on-site supervisor. Students will be required to critically reflect on their internship in submitted assignments, building on their experience and reflections from Media, Film, and Communications 3910.

Credit Weight of this Course: 0.5 Example 0.25, 0.5, 1.0, 1.5 etc

Offering (Hours of instruction): 2-0; or 2-0 plus internship 5 hours per week for 12 weeks Example 3-0

List any prerequisites for this course here: Media, Film, and Communications 3910

List any corequisites for this course here:

List any special notes or restrictions for this course here: Open only to third-year or fourth-year Media, Film, and Communications Majors with a 70% major average and permission of the Chair of the Department of Interdisciplinary Studies. ~~Arrangements~~ Application materials for the internship must be ~~finalized~~ submitted three months prior to the beginning of the term and approved by the ~~Chair of the Department of Interdisciplinary Studies~~ Coordinator of Media, Film, and Communications. Will appear in the Calendar. For example: A course fee for field activities may be required.

What is the Grade Scheme?:

- Pass/Fail

Is this a Special Topics course?:

Is this course cross listed with another? If so, enter the other course code here:

Course Classification(s):

- Type A: Humanities
- Type B: Social Sciences

The following is information for Committee Review

Faculty or Institution

Unit:

- Lakehead University
- Faculty of Social Sciences and Humanities

Calendar Start Term. When this change should be displayed in the Calendar: 20222026-2327

Calendar End Term. When is the last calendar year this should be displayed?: No Specified End Date Use No Specified End date unless you are removing it from the calendar.

Academic Level: Undergraduate

Is this a required course, or an elective?:

- Elective

What is the pedagogical rationale for this request? Why are you submitting this request?: ~~Shifting to a Pass/Fail system makes sense for experiential internships that are jointly supervised in work environments that can vary significantly from one another. Students keep a "reflective journal" where they reflect on their weekly learning and showcase what they are working on. Written qualitative evaluations are provided. Requiring a 70% major average would help ensure that students have the maturity and ability to be successful at the internship site. Since internship students are ambassadors for the program and Lakehead University in general, competence is necessary to foster good relations with internship sites, encouraging their willingness to host interns in the future. Adjustment of the wording about arrangements is needed to offset the implication that students will locate and set up their own internships. For example, is this change required for accreditation?~~

Learning Outcomes:

Curriculum Navigator Resources Page

**REQUIRED FIELD – Course
Experiential Learning
Types:**

- Internships

The following is information for Senate Budget Committee Consideration

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

Will this request impact student enrolment in another program within the same faculty/unit?: No

Will this request impact student enrolment in another program in a different faculty/unit?: No

Will additional resources be required (space, staff, equipment, etc)?:

No

How will this impact existing teaching loads within this faculty/unit?:

No

What is the impact on the demand for teaching support services (library, computers, staff, etc)? :

No

Will this course require outside support? If yes, please outline the amount and timing of the funding:

No