

Modular Supports for Underrepresented Individuals to Access Internships and Work Integrated Learning Instructor Guide

This guide outlines the module design and delivery considerations for these modules. Included is information on learning outcomes, instructional materials, and learning activities.

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Modules Overview

These modules are designed to increase the ability of underrepresented or equity-deserving individuals to access internships/co-ops/work-integrated learning and foster social/emotional well-being and social cohesion during their work-integrated experiences. Students from underrepresented groups experience barriers in their access to, and participation in, work-integrated learning such as internships. While we need to work (and are working) with employers and our own processes to remove those barriers, we can also work with students to help equip them with strategies to deal with the current reality. These modules will help students who self-identify as a member of an equity-seeking/deserving community (including racialized, persons with disabilities, LGBTQ2S+, and women in STEM communities) make informed decisions about internship options and on-the-job strategies.

A series of seven (7) self-directed modules have been developed to support equity-deserving/seeking individuals. They are as follows:

Module	Module Name	~ Time
Module 1	Assessing Employer Commitment to Equity and Inclusion	1 hour
Module 2	Navigating Disclosure	30 minutes
Module 3	Requesting Accommodation	30 minutes
Module 4	Know Your Rights: Understanding Your Rights as a Work-integrated Learning Student in the Workplace	30 minutes
Module 5	Microaggressions	30 minutes
Module 6	Conflict Resolution and Challenging Conversations	30 minutes
Module 7	Understanding and Responding to Discrimination, Harassment, and Sexual Violence in the Workplace	30 minutes

Required Materials

There are no required textbook(s) or software for these modules.

Accessibility

All module content has been augmented with accurate closed captions and transcripts, while accessible images and charts have been properly documented with Alt-tags. Any PDF files are machine readable. Visual accessibility will be verified for compliant colour contrast and the use of colour to convey meaning will be minimized. The finalized modules have been evaluated to ensure overall alignment with principles of Universal

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Design for Learning (CAST, 2018).

Ease of Reuse

These modules are built as standalone modules with no order or pre-requisites. They are designed so that students can engage with all or any portion of the material that they deem pertinent to their personal situation. As such, there are no formal evaluations associated with these modules as they are for personal growth and reflection to help navigate specific experiences. As such, educators can provide all, some, or select components of each of the modules to their students as necessary. Educators may also rearrange and remix elements that pertain to their specific needs. Constructively aligned module learning outcomes have been developed allowing educators to select content and modify the materials to meet their needs.

The elements of the module can be easily un-bundled and are interoperable with any platform. The modules are built using the Articulate Rise platform which includes text-based content, instructional videos, third-party videos, and interactive activities for immediate learner feedback. All tailor-made instructional videos are openly published on YouTube to allow educators to freely re-use and embed videos into a diverse set of platforms. The modules can be directly embedded into learning management systems by using the available SCORM package.

Learners

The target audience for these modules are underrepresented or equity-deserving individuals may face externally created barriers participating in society or the workplace. Barriers may exist based on ethnicity, disability, gender, nationality, race, sexual orientation, transgender status and more. For these modules, equity-seeking/deserving identification goes beyond [Canada's four designated Employment Equity Groups](#) (women, Aboriginal peoples, persons with disabilities, and members of visible minorities) and encompasses all those that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination and actively seek social justice and reparation. ([Canada Council for the Arts, 2021](#)).

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Delivery Modes

Modular Delivery Mode

Educators who choose to use the entire set of modules as a single package should use the information in this section to implement the learning materials.

Content Format	Description	Link	Notes
Full Set of Modules Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/7i-Bmejg6kwue7ftuRMzAs-1XNLyyTk	Anyone with this link will be able to view and engage with the content.
Full Module SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the ecampus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

Individual Modular Delivery Mode

Educators who would like to use individual modules or components of a module should use the information in the below sections to implement the learning materials in their course. Please see the remaining pages of this document for this type of delivery.

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Module 1: Assessing an Employer’s Commitment to Equity and Inclusion

Overview

In this module, students will learn strategies for researching the work culture at different organizations, as well as if and/or how these organizations are taking active steps towards advancing EDII in their workplace. Students will also learn to identify their own expectations and assess whether potential employers meet these expectations.

Time commitment

Recommended time effort for the full module (including activities) is 1 hour.

Module Learning Outcomes (MLOs)

After engaging with this module, learners will be able to:

MLO 1	Identify strategies for researching employers’ commitments to equity and inclusion
MLO 2	Decide what key questions to ask to inform your own assessment of employers’ commitment to EDII
MLO 3	Create a plan to evaluate employers’ values and commitment to creating an inclusive and equitable work environment

Instructional Materials

Content Format	Description	Link	Notes
Module 1: Assessing an Employer’s Commitment to Equity and Inclusion Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/Jul9f7W6aqGMS2PLIH3dxSUWw_4F7UBn	Anyone with this link will be able to view and engage with the content.
Module 1: Assessing an Employer’s Commitment to Equity and Inclusion SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the ecampus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

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Module 2: Navigating Disclosure

Overview

In this module students will learn about why, when, and how to disclose private, personal information related to a variety of social identities including disability, religion, gender, and age. The information below provides a starting place for making decisions about disclosing personal information. These decisions are personal and this module is about helping students build their own approach.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLOs)

After engaging with this module, learners will be able to:

MLO 1	Identify examples of disclosing personal information in the workplace
MLO 2	Reflect on and assess if, how, and when to disclose personal information
MLO 3	Explain the relationship between disclosing personal information and requesting accommodation
MLO 4	Develop an understanding of how disclosing personal information can benefit the individual as well as the workplace

Instructional Materials

Content Format	Description	Link	Notes
Module 2: Navigating Disclosure Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/y-5twPgxfTdeOuyK_48k55KD0GgQ52Jy	Anyone with this link will be able to view and engage with the content.
Module 2: Navigating Disclosure SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the e-campus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

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Stand-alone Learning Objects

There are multi-media assets built into this module that you may wish to use as a separate component from the full module. Below is a list of these items and a link that can be used for standalone access.

Content Format	Description	Link	Notes
Student Testimonial Part 1	Shares the perspective of disclosing personal information during a job application process.	https://youtu.be/wJD7LSEIPqo	Anyone with this link will be able to view and engage with the content.
Employer Testimonial	Eric Tremblay discusses the employers' perspective in the circumstance that an employee discloses personal information.	https://youtu.be/m5F-P1oo0-c	
Student Testimonial Part 2	Shares the perspective of applying for jobs using documents and systems that may inadvertently share personal information.	https://youtu.be/hBk3fuplmIA	
Student Testimonial Part 3	Shares the perspective of disclosing personal information during an interview.	https://youtu.be/FCbpCxCzrKk	

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Module 3: Requesting Accommodation

Overview

This module provides strategies about how and when to request accommodation in the workplace. It also provides information on what is expected from students as an employee and what they can expect from employers.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLOs)

After engaging with this module, learners will be able to:

MLO 1	Assess options for how to request accommodation
MLO 2	Make decisions about how and when to discuss their need for accommodation
MLO 3	Prepare for a meeting with their employer to identify and propose solutions to meet the student-staff member's needs

Instructional Materials

Content Format	Description	Link	Notes
Module 3: Requesting Accommodation Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/Ttv2NRGnoWI9aFkJmmaPs9ti14xAhM-z	Anyone with this link will be able to view and engage with the content.
Module 3: Requesting Accommodation SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the ecampus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

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Module 4: Know Your Rights: Understanding Your Rights as a Work-integrated Learning Student in the Workplace

Overview

In this module, students will learn about human rights, employment standards, how they impact work-integrated learning students, and how they are enforced. The information in this module is a good place to start when seeking to understand worker rights and how they are upheld. While this module focuses on rights and employment laws in Ontario, it also includes links and resources for the rest of Canada.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLO)

After engaging with this module, learners will be able to:

MLO 1	Refer to the primary laws and bodies that govern human rights and employment standards in Ontario, and differentiate between them
MLO 2	Understand your human rights in accordance with your own identity, as it relates to employment and the process prior to application
MLO 3	Identify key resources and advocates

Instructional Materials

Content Format	Description	Link	Notes
Module 4: Know Your Rights: Understanding Your Rights as a Work-integrated Learning Student in the Workplace Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/uAlz6bWWkXZUgcq27HoxtaAqgYtzuXXC	Anyone with this link will be able to view and engage with the content.
Module 4: Know Your Rights: Understanding Your	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and	Available in the ecampus library for download.	Only students enrolled with single-sign on through the

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Content Format	Description	Link	Notes
Rights as a Work-integrated Learning Student in the Workplace SCORM Package	Moodle. Upload to the LMS using LTI integration.		LMS will have access to the content.

Stand-alone Learning Objects

There are multi-media assets built into this module that you may wish to use as a separate component from the full module. Below is a list of these items and a link that can be used for standalone access.

Content Format	Description	Link	Notes
Pay Equity in Canada YouTube Video	This video highlights what pay equity means in Canada and how it is applied.	https://www.youtube.com/watch?v=LRJ8AyKL8M&t=5s	Anyone with this link will be able to view and engage with the content.
Accessibility is a Human Right YouTube Video	This video highlights the Human Rights Code in regards to Accessibility in Canada.	https://www.youtube.com/watch?v=3cRf8nELLtc	

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Module 5: Microaggressions

Overview

In this module students will learn what microaggressions are, strategies for responding (should they choose to), and what supports, and resources are available while participating in a work-integrated learning experience. Students may also find the resources and suggestions described in this module helpful should they witness a microaggression.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLO)

After engaging with this module, learners will be able to:

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|-------|--|
| MLO 1 | Explain what microaggressions are |
| MLO 2 | Recognize contextually specific supports and resources |
| MLO 3 | Identify options when experiencing microaggressions |

Instructional Materials

Content Format	Description	Link	Notes
Module 5: Microaggressions Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/N2FPxyz1Hbuk1W4Enz8cDe9N8DyUir	Anyone with this link will be able to view and engage with the content.
Module 5: Microaggressions SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the e-campus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

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Stand-alone Learning Objects

There are multi-media assets built into this module that you may wish to use as a separate component from the full module. Below is a list of these items and a link that can be used for standalone access.

Content Format	Description	Link	Notes
Intro video: Out Talk with Dr. Kevin Nadal, Episode 1.1: Microaggressions	Dr. Kevin Nadal discusses how you can identify if you've experienced a microaggression and how to handle it.	https://www.youtube.com/watch?v=EijZrhvGg8	Anyone with this link will be able to view and engage with the content.
Examples of Workplace Microaggressions	Demonstrates examples of racial and ageist microaggressions	https://www.youtube.com/watch?v=XjgozDwAjgg	Anyone with this link will be able to view and engage with the content.

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Module 6: Conflict Resolution and Challenging Conversations

Overview

This module discusses the inevitability of conflict and supports and resources available to make conflict a productive and positive experience. Learners will recognize that different people approach conflict differently and how to navigate these differences.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLO)

After engaging with this module, learners will be able to:

MLO 1	Define conflict and conflict resolution
MLO 2	Locate support and resources for dealing with conflict
MLO 3	Recognize differences in how people deal with and approach conflict
MLO 4	Explore techniques that may help manage and resolve conflict in the work integrated learning environment

Instructional Materials

Content Format	Description	Link	Notes
Module 6: Conflict Resolution and Challenging Conversations Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/mKpaOQpm3LAYPn0dfuAYvH2GCIYK7UL7	Anyone with this link will be able to view and engage with the content.
Module 6: Conflict Resolution and Challenging Conversations SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the e-campus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.

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There are multi-media assets built into this module that you may wish to use as a separate component from the full module. Below is a list of these items and a link that can be used for standalone access.

Content Format	Description	Link	Notes
Conflict Resolution Scenario	Learners are presented with a conflict scenario where they are able to choose their own path through the scenario.	https://360.articulate.com/review/content/7d9c4e67-d89e-4140-86dd-c74c9c8ece07/review	Anyone with this link will be able to view and engage with the content.

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Module 7: Understanding and Responding to Discrimination, Harassment, and Sexual Violence in the Workplace

Overview

In this module, discrimination, harassment, and sexual violence are defined with examples. This module also outlines options for what you can do if you have experienced any negative actions or conduct as well as resources you can access.

Time commitment

Recommended time effort for the full module (including activities) is 30 minutes.

Module Learning Outcomes (MLO)

After engaging with this module, learners will be able to:

MLO 1	Identify what constitutes discrimination, harassment, and sexual violence in the workplace
MLO 2	Assess who to speak to and what actions they can take in response to discrimination, harassment, and sexual violence

Instructional Materials

Content Format	Description	Link	Notes
Module 7: Understanding Discrimination, Harassment, and Sexual Violence in the Workplace Articulate Rise Link	All instructional materials and activities are built into one link. Educators need to provide the link to their students and all content is accessible.	https://rise.articulate.com/share/zc8Gzcca0-rIGRPDy4Dt0M89r3OrFaPG	Anyone with this link will be able to view and engage with the content.
Module 7: Understanding Discrimination, Harassment, and Sexual Violence in the Workplace Articulate SCORM Package	All instructional materials and activities are built into the SCORM package for upload into Blackboard, D2L Brightspace, Canvas and Moodle. Upload to the LMS using LTI integration.	Available in the e-campus library for download.	Only students enrolled with single-sign on through the LMS will have access to the content.