



SAMPLE: GE 298 – *Global Experiences International Internship*

Summer Academic Internship (6 credit hours)

Location: Applicable to any Global Experiences (GE) location
Instructor: Sample Instructor
Instructor email: sampleemail@email.com

6-credit course requirements

- A minimum total of 256-320 hours worked at your internship placement (8 weeks at 32-40 hours per week, unless otherwise arranged by GE and your home institution)
- Submit logs of your hours and tasks
- Journal assignments
- Final paper and supporting documents

COURSE OVERVIEW

Students will engage in a work experience with organizations in business, industry, government, not-for-profit, or education. The experience is designed to be relevant to the student's academic pursuits, personal development, and professional preparation.

The internship provides students with the opportunity to gain experience in workplace settings and to translate classroom learning into practice. The internship is a substantive career development experience. It can be paid or unpaid with the intent of the experience being for the student to be exposed to business ideas and concepts while being mentored. Doing analysis, contributing to decisions, and communicating meaningful ideas should form the bulk of the work, although some low skill work (for example, data entry and making phone calls) can be a part of the assignment. At the end of the internship experience, students will be able to reflect on their personal and professional growth and begin seeing themselves on their career path.

While every internship is different, Global Experiences (GE) has adopted the internship definition recommended by the National Association of Colleges and Employers (NACE.) The criteria are as follows:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. The experienced supervisor will provide routine feedback.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.



Students are expected to dress and behave professionally throughout their internship assignment and adhere to the agreed-upon internship standards and requirements as described by GE and the host organizations.

COURSE OBJECTIVES

Through a highly customized international internship the student will develop their own professional abilities, draw on their StrengthsFinder attributes to navigate their assigned duties, and cultivate an understanding of the business norms of the host culture.

Interns may be tasked with a variety of projects, events or presentations. Students will utilize Gallup coaching, mentoring, and reflective exercises to develop their professional skills and industry knowledge.

This will be an applied learning experience. Internships will require students to continually assess and interpret different work styles, industry methods and cultural approaches to their chosen profession.

Students will gain self-awareness of their own Strengths, have developed intercultural understanding of foreign work culture, gained professional work experience, and completed career communication essentials such as an online LinkedIn profile, interview skills, and networking training.

LEARNING OUTCOMES

At the completion of this course students will be able to:

- Identify and apply their own Strengths to work better individually and as a team.
- Gain meaningful professional work experience in a multicultural setting.
- Develop and use written, spoken and body language skills effectively across cultures.
- Reflect and evaluate your personal and professional growth during your internship.

ASSESSMENT: *Details on assignments and course schedule are listed below*

- **10%** - Attendance + completion of all the non-graded components of the internship (i.e. updated LinkedIn profile, updated resume, exit survey, thank you letter.)
- **20%** - Reflective Journals, following the prompts provided below.
- **30%** - Feedback received from your host employer during the mid-point site visit, as well as an online final evaluation. This feedback relates to your job performance in your placement.
- **40%** - Final paper

ASSIGNMENTS

All assignments should be submitted to the instructor by close of business, local time, on the due date. Any technological issues must be communicated to the instructor when they occur.

Preferred format for journal assignments: .doc (Word), .pdf (Adobe), .pages (Mac), or Google doc

Preferred format for weekly logs: .xls (Word), .pdf (Adobe), .numbers (Mac), or Google sheet



Please consult the course schedule below for assignment deadlines. Any assignments submitted late will lose points. If the final assignment is past due, 10 points will be deducted each week the final assignment is late.

JOURNAL ENTRIES

These submissions are intended to be reflective in nature, and often combine a reading and your personal experience on location. A successful journal entry has a minimum of 500 words, few spelling / grammatical errors, and helps the instructor assess your observations of your host city and your own internship experience.

- **Journal 1:** *General Business Culture Observations*

Respond to the Forbes article, "How to Succeed in a Cross-Cultural Workplace," linked below, and comment on your own experience in relation to the article.

<https://www.forbes.com/sites/dorieclark/2014/06/19/how-to-succeed-in-a-cross-cultural-workplace/#2e1b1887c972>

- **Journal 2:** *Reflecting on Your Strengths*

Have you thought about your top five Strengths, as defined by Gallup? It has been a long time since your coaching call, but now is the time to reflect. Are you using your Strengths in your daily work? Which ones? How are you using them? Choose a recent blog from Gallup at the link below to add to your reflection, and understanding of your Strengths.

https://www.gallup.com/topic/strengths_based_development.aspx

- **Journal 3:** *Industry Specific Expectations*

Research and respond to an industry specific article relative to your Internship responsibilities. How do you spend your day? What sort of tasks are you doing, or what kind of platforms are you learning? Has your perception of the industry been solidified or changed through the internship experience? Be sure to cite the article for reference.

- **Journal 4:** *Workplace Spotlight*

Consider a current project you're working on, or a platform you use in your office. Do you see the utility in your field? Have you worked with this before or is this a new skill for you? Share your progress on your project or platform and address the benefits and challenges of the work. Feel free to include an article on the topic to support your entry.

- **Journal 5:** *What have I learned about me?*

Utilizing internship experience, Clifton Strengths results, and the in-country experience, consider what you've learned about your professional and personal self. How does this contribute toward your future goals?



LOG OF HOURS

All students receiving academic credit must meet a minimum total of 256-320 hours worked at your internship placement. This is 8 weeks at 32-40 hours per week, unless otherwise arranged by GE and your home institution before you begin the course.

These logs are for you to note your hours and dates worked, as well as detail on your tasks.

Please use the templates at the end of the syllabus to create your own log of hours. There is a sample Week 1 entry from one of our past students for you to view as an example in the first line. The logs are collected to not only help the instructor see what type of projects you're working on, but will also help you in the future when you describe the work you completed throughout your placement.

You will submit a log of hours at the midpoint of your program, and once again at the end of term, as noted in the course schedule. Any absences or changes to your work schedule must be noted in the logs.

EMPLOYER EVALUATIONS

One component of your grade is feedback solicited from the supervisor at your host employer twice during your internship: once at the midpoint and once at the end of term.

Your GE Location Coordinator (LC) will facilitate the midpoint site visit, which includes you, your employer, and your GE LC. You and your employer will answer a short list of questions related to your job performance in an in-person meeting. The results will be shared with your instructor.

At the end of term, you will need to request the link to the Final Employer Evaluation survey from your instructor. Once provided to you, it is recommended that you speak to your employer in person to advise them of the upcoming survey request, and then follow up with an email to your employer. Students are responsible for working with their supervisor to ensure timely submission of the final evaluation at end of term.

FINAL ASSIGNMENT

Please be sure to include all four components below.

1. Final Paper: The paper is to be between 1,250 and 1,500 words. Use the MLA citation style for referencing the sources. Your final paper should address the following:

- How did your university learning prepare you for the internship experience in your host city?
- What professional skills were you able to develop and/or enhance in the course of the internship?
- Research and reference in your paper two articles or book chapters that help you gain insight into cultural dimensions of organizational behavior in your host country. You may decide to compare interpersonal interactions vis-à-vis team work, or address ethical issues in work environment, or any other facets of local work culture that were particularly relevant to your internship experience.
- Reflect on the development of your intercultural skills.
- How does this internship experience inform your career development and lifelong learning?



2. LinkedIn profile - Update your LinkedIn profile to include the internship! Be sure to include not only the location, position, and company details but also a bit about your tasks.

3. Thank you letter – Even if you prefer to give a handwritten thank you note to your employer, please write the text in your final assignment document.

4. Updated copy of resume – Update your resume to include the internship! Be sure to include not only the location, position, and company details but also a bit about your tasks.

ACADEMIC INTEGRITY

The integrity of the learning process is dependent upon an accepted code of academic honesty. Academic honesty can mean many things including not cheating on tests and quizzes, correctly citing sources in written papers, handing in one's own work not that of another student, not faking illness to get out of class, etc. Course instructors have considerable flexibility as to how to handle instances of academic dishonesty. In this course, if the instructor concludes that an assessment instrument does NOT represent the true work of the student, the student will receive a zero (0) for that instrument. If it happens twice, the student will receive an F for the course.

FINAL GRADES & TRANSCRIPTS

Upon successful completion of the course, Global Experiences will post grades to Fairfield University, our School of Record who is responsible for issuing transcripts. Grades are posted at the close of the term, and are typically processed within four weeks. For transcripts, it can take up to 8 weeks for the transcripts to be processed and sent to the Registrar's Office at your home institution. Your transcript will travel from Registrar to Registrar, unless otherwise specified by you or your study abroad office.



Schedule of Assignments

Program Dates: Dates will range depending on location; you will receive a location-specific syllabus when you enroll in the course.

<u>Week</u>	<u>Dates</u>	<u>Task / Assignment</u>	<u>Details</u>
1	tbd		
2	tbd	<u>1st journal entry is due</u> - follow list of assignments for instructions	<i>Journal Prompt: General Business Culture Observations</i>
3	tbd		
4	tbd	<u>2nd journal entry is due</u> - follow list of assignments for instructions Mid-point site visit with GE staff	<i>Journal Prompt: Reflecting on Your Strengths</i> Feedback from site visit will be shared with your instructor
5	tbd	<u>3rd journal entry is due</u> - follow list of assignments for instructions Log 1 of Internship Hours is due	<i>Journal Prompt: Industry Specific Expectations</i> Update your Weekly Hours for Weeks 1 to 4 (see template on next page)
6	tbd	<u>4th journal entry is due</u> - follow list of assignments for instructions	<i>Journal Prompt: Workplace Spotlight</i>
7	tbd	<u>5th journal entry is due</u> - follow list of assignments for instructions Request employer final evaluation from your instructor	<i>Journal Prompt: What have I learned about me?</i> Link to survey will be shared by Instructor for intern to share with host employer
8	tbd	Final log of Internship Hours is due	Update your Weekly Hours for Weeks 5 to 8 (see template on next page)
9-10	Post program	All Final Assignments Due	Submit all four components of the final assignment by the due date



TEMPLATE - Weekly Log of Hours

Week	Dates Worked	# of Hours Worked	Work Completed Description
<i>Sample Week 1</i>	<i>25 - 29 January</i>	<i>40</i>	<i>Listened in on conference calls to get acquainted to team and current projects/overall goals; Set-up Quickbooks and began linking the app SalesForce to Quickbooks; Debriefed about Polk meeting on conference call; it was a success! Took minutes on conference calls and continued with Quickbooks/Expenditure binder; BIG MEETING WEEK! Research stats on dyslexia and put together quotes from the three sponsored children;</i>
Week 1			
Week 2			
Week 3			
Week 4			
	Total Hours		
If you had any absences for illness or vacation, please note them with an explanation.			
Name:			
Host company:			
Location:			