**EL 298 - Sydney Internship**

**Academic Internship (3 - 6 credit hours) Summer**

**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, Fairfield University and Global Experiences (GE) have 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.

*3-6 credit Requirements (Summer only)*

* Complete a minimum of 240 hours (eight weeks at 40 hours per week) at your internship
* Submit a monthly log of your hours and tasks
* Assignments as listed at the end of the syllabus

*6-credit Requirements (Semester only)*

* A minimum of 480 hours (12 weeks at 40 hours per week) at your internship
* Submit a monthly log of your hours and tasks
* Assignments as listed at the end of the syllabus

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 gainself-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.

**PREREQUISITES:**

* Have completed one year of full time enrollment at a higher education institution and be in good academic standing at home institution.
* Students should have a minimum overall GPA of 2.5 to be considered eligible for the program. (Students under this GPA must petition to Global Experiences for entry into the program).
* Must meet home institution internship eligibility requirements.
* Students should have no code of conduct violations on their record at their home institution.
* Note: Some academic departments may have a different requirement for completion of specific curriculum as part of the internship.

**Instructor/Instruction:**

Students enrolled in the Fairfield University/Global Experience Internship will register with Fairfield University in order to process their credits for the course. Once registered students will access the course via the University’s Blackboard Academic System.

Students will be communicating with the instructor via Blackboard. Students will be responsible for bi-weekly submissions of six reflective journals and the final paper. Journal entries #1 and #2 will be based on prepared articles available to the students through Blackboard. Journal submission #3 and #4 require the student to research two sources on the topic to incorporate into their entry. Journal entries #5 and #6 are reflective pieces addressing your own professional development experience and expectations. Each journal entry will be 500-750 words. At the end of the internship students will upload to Blackboard the thank-you letter to their host employer, the updated copy of their resume, and a link to their Linked-In profile which will reflect the internship experience.

**REQUIRED TEXTS/READINGS:**

**Journal Entry 1: Choose one from the Following:**

1. Penney, Barry, and Gina Teague. *Australia - Culture Smart!: The Essential Guide to Customs & Culture*. London: Kuperard, 2016. Internet resource. <https://libcat.fairfield.edu/record=b3390059~S1>

* Chapters 1 through 6

**Journal Entry 2: Choose one from the Following:**

1. Gesteland, Richard R. *Cross-cultural Business Behavior: Marketing, Negotiating, Sourcing and Managing Across Cultures*. Copenhagen, Denmark: Copenhagen Business School Press, 2002. Internet resource. <https://libcat.fairfield.edu/record=b3036975~S1>. Review section on The Australian Negotiator.
2. Penney, Barry, and Gina Teague. *Australia - Culture Smart!: The Essential Guide to Customs & Culture*. London: Kuperard, 2016. Internet resource. <https://libcat.fairfield.edu/record=b3390059~S1>

* Chapters 8, 9

**ASSESSMENT:** *Listing of assignments follows the summer/semester calendar*

**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

**30% -** Feedback received in workplace supervisor evaluations (mid-term and final). Program staff on-location will facilitate the submission of the mid-term evaluation results to Fairfield. End of program supervisor evaluations will be send out for submission 2 weeks prior to the end of the program. Students should work with their supervisor to ensure timely submission.

**40% -** Final paper

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| Week | **Dates for Summer** | **Task / Assignment** | Notes |
| 1 | June 2 | Orientation at location | exact date to be arranged within first day of seasonal program start date |
|  | *June 4-8* | first journal entry is due *“General Culture in the country” -* refer to REQUIRED TEXTS/READINGS for article. | Uploaded to Blackboard |
| 2 | June 11-15 |  |  |
| 3 | June 19 - 23 | second journal entry is due *“General Business Culture in country” –* – refer to REQUIRED TEXTS/READINGS for article. | Uploaded to Blackboard |
| 4 | June 18-22 | Log 1 of Internship Hours is due | Uploaded to Blackboard |
| 5 | June 25-29 | Mid-Point Employer Evaluation - Visit | Results sent to Fairfield |
| 6 | July 2-6 | third journal entry is due *“Industry Specific expectations in Country.”* - Students are responsible for researching and responding to an industry specific article relative to the Internship responsibilities and reflecting on how the student’s perception of this industry has either been solidified or changed through the internship experience. | Uploaded to Blackboard |
|  |  | Exit Orientation and Exit Survey |  |
| 7 | July 9-13 | fourth journal entry is due *“What am I learning about me – utilizing internship experience, strengths finder and the in-country experience – and my choices for the future: professional and personal. What will my intended work be?”* | Uploaded to Blackboard |
| 8 | July 16-20 | Log 2 of Internship Hours is due | Uploaded to Blackboard |
|  | July 27 | All Final Assignments Due | Uploaded to Blackboard |
|  |  | Employer Evaluation Completed and submitted by student – Last week of Internship | Results sent to Fairfield |

**COURSE SCHEDULE For the Summer Program*All Final Assignments*** ***are due by 1st day of Final Exam –***

**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 Sydney?
    - 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 Italy. You may decide to compare interpersonal interactions vis-à-vis team work, or address ethical issues in work environment, or any other facets of Italian 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*** - A link to the student’s Linked In profile (which has been updated to include the internship should be uploaded in Blackboard

**3. *Thank you letter*** – A thank you letter from the student will be sent to the employer and should be uploaded in Blackboard

**4. *Updated copy of the resume*** – By the end of the program an updated copy of the student’s resume (including the internship) should be uploaded in Blackboard

**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. The only recourse a student accused of academic dishonesty has is to protest through official administrative channels as defined in the student handbook.