International Internship – IDS4940

Term: Spring 2021

INSTRUCTOR: CHRISTINE RICHMOND

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CLASS MEETING: All course assignments will be through Canvas. There are no regularly scheduled meeting times.

TEXTS: There are no texts for this course

COURSE DESCRIPTION:
Internships provide students with opportunities to integrate classroom knowledge, skills and methods with professional roles, responsibilities and activities in supervised settings. IDS4940, International Internship, is a 3 credit, web-based course designed to complement your international internship experience (in-person or virtual) through guided reflection, critical analysis, and synthesis. This course is offered for academic credit, graded on a pass/fail basis and fulfills upper division elective credit requirements for CLAS majors. Graded S/U.

COURSE OBJECTIVES:
This course is designed to help students:

1) Explain how the international experience will contribute to achieving academic and professional goals

2) Analyze cultural themes, conflicts, and issues that emerge in the international workplace and explain how they are addressed

3) Identify and connect the knowledge and/or skills required for your desired profession to your international internship observations and experiences

4) Describe how you will leverage your international experience in the career search process

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.
UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at https://sccr.dso.ufl.edu/students/student-conduct-code/. Violations of the student honor code in this course will result in an Unsatisfactory grade.

CONDUCT: UF conduct code applies to all students while abroad. You can view the current conduct code at https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/.

ATTENDANCE: Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

COURSE EVALUATION: Course Evaluation Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

CLASS DEMEANOR: Students are expected to behave professionally at all times during their internship. This includes arriving on time, dressing appropriately, corresponding professionally with all staff, and following all other guidelines presented by the internship provider. Any students dismissed from their internship for failure to adhere to provider standards will automatically receive a “U” grade for the course.

ASSIGNMENTS/EVALUATION:

Assignments are due on the date posted below in the course schedule by 11:59 pm Eastern Standard Time. Late work will not be accepted. See https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/ for UF’s grading policy. All assignments should be submitted through Canvas. All submittals will remain confidential unless the student expressly gives permission to share. All written submissions should be 12 point text, 1” margins, double-spaced) in .doc format.

Goal Setting (15 points Due: January 15th) 250 word minimum
• Long-term goals: Identify at least 3 professional or academic goals that you would like to accomplish in the next 1-5 years. Include how you might accomplish them.

• Short-term goals: Identify at least 3 goals you would like to accomplish during your internship. Include what you hope to learn from this experience including new skills you hope to gain.
Reflections (30 points total (6 reflections, 5 points each)) Due: See Course Schedule
Choose a paper or video submission. Paper submissions should be 1-2 pages. 250 word minimum. Video submissions should be 3-5 minutes in duration.

Choose one topic from the options below for each reflection. The first two topics in bold are required, but may be completed in any week reflections are assigned.

- Compare and contrast your experience working in the U.S. to your experience working internationally focusing on cultural differences in the workplace. Include at least one example or observation. (Required)
- What challenges or conflicts have you encountered in your international workplace? What role did cultural differences play? How did you address them? (Required)
- Discuss current events in your company or organization’s city or country. How have they affected you and your colleagues?
- How would you describe the culture of your company or organization?
- What progress are you making towards the goals you hope to accomplish in your internship?
- What is cultural humility and how does it differ from cultural competency?
- How do you think having an international experience will make you a better professional in the long run?
- Describe a project or task you worked on. What skills did you build in the process?
- Describe the strengths and weaknesses of your company or organization.

Interview (10 points) Due: March 26th 3-5 minute video
Scenario: In a future interview, the interviewer asks you why you would be good for the position. Using your international internship as a foundation for the response, give a qualitative overview demonstrating your advantages over other candidates. Include in your overview:

1. Information about your ability to work with people from different cultures and/or adapt to a new culture. Use examples.

2. How will your experience working internationally benefit the company or organization?

A Day in the Life (10 points) Due: April 9th 2-3 minute video or PowerPoint presentation (6 slide minimum)
Describe your internship and internship site to be shared with other students. The goal of this assignment is to help other students learn about the experience by describing your roles and responsibilities. Highlight what you’ve learned and why you might recommend this experience, or an international internship in general, to other students.

Goal Assessment (15 points) Due: April 19th 2 page paper, 500 word minimum
Review each of your short-term goals from the beginning of the semester. Assess to what extent you have accomplished your goals. What have the challenges been? Reflect on the skills and experience you hoped to gain.

Mid-term and Final Evaluations (10 points each) Due March 5th and April 21st
Your supervisor will be asked to provide you (and our office) with feedback which will count as part of your final grade.
GRADING:
A minimum of 70 points from assignments and a minimum of 150 work hours over no fewer than 10 weeks are required in order to earn a Satisfactory (S) grade.

COURSE SCHEDULE:

January 15th: Goal Setting
February 5th: Reflection paper #1
February 12th: Reflection paper #2
February 19th: Reflection paper #3
February 26th: Reflection paper #4
March 5th: Mid-term evaluation
March 12th: Reflection paper #5
March 19th: Reflection paper #6
March 26th: Interview due
April 9th: A Day in the Life
April 19th: Goal Assessment
April 21st: Final Evaluation