



## SYLLABUS

### INTERNSHIP ACADEMIC SEMINAR

Contact Hours: 10

Academic Internship Meetings: 5

Language of Instruction: English

LONDON, ENGLAND

#### COURSE DESCRIPTION

This course combines experiential learning with classroom seminars that focus on the work placement as a learning experience. Class activities and assignments allow students to reflect upon and analyse their intercultural experiences and to connect academic theories to real-life situations.

#### COURSE OBJECTIVES

By the end of the course, you will be able to:

1. Understand key characteristics of the UK workplace and culture
2. Apply academic concepts and practices to cross-cultural situations in your work placement
3. Demonstrate personal and professional development
4. Articulate your intercultural workplace experience to potential employers

#### INSTRUCTIONAL METHODOLOGY

This course will be taught through classroom lectures and seminars.

#### METHOD OF EVALUATION (GRADING)

The final grade for this course is based on 4 components, calculated as follows:

Class Participation	20%
Internship Placement	30%
Organisational Profile	25%
Portfolio & Presentation	25%

#### Grading

Grading for each individual assessment and for the final grade will be based on the following.

A+	97-100%	A	93-96%	A-	90-92%
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	0-59%				

**The grade for late assignments will be reduced by one grade increment (e.g. from B+ to B) per day**

1. Class Participation

Class participation is assessed based on active involvement and quality of contributions. You must come to class prepared to share your workplace experiences, demonstrate mastery of the required readings, and engage in analytical discussion.

2. Internship Placement

The internship placement grade will be based upon attendance, engagement, and a reference from your internship site supervisor.

3. Organisational Profile

The objective of this assignment is to show your awareness of the organisation, and department if applicable, providing your work placement. It is also important that you examine relevant issues in your organisation's sector: you must explain the wider context in which your organisation operates.

See Appendix I for further details

4. Portfolio & Presentation

You must compile and present a portfolio of the best work you have done during your work placement. Each piece must be accompanied by a reflection on why you have selected it and what it shows about your work, learning, and performance. The purpose of the portfolio is to reflect upon and analyse what you have accomplished and to explain why this work was meaningful.

See Appendix II for further details

## COURSE CALENDAR

DATE	Meetings, Assignments, Tasks
Week 1	<p>Internship orientation</p> <p>How the placement will work.</p> <p>Record keeping requirements of UK Visas and Immigration.</p> <p>Minimum and maximum placement hours (dependent upon home institution)</p> <p>Keys to internship success.</p>
Week 2	<p>Internship academic seminar</p> <p>Review of syllabus and course expectations.</p> <p>Student motivation for study abroad and connection to post-graduation aims.</p> <p>‘The Mind of the Beholder’ exercise and discussion: ‘naïve realism’.</p> <p>Key features of the British workplace.</p> <p><u>Required reading:</u></p> <p>Molony, J., Sowter, B., &amp; Potts, D. (2011). QS Global Employer Survey Report 2011: How employers value an international study experience. QS Intelligence <a href="http://content.qs.com/qm/qm-global-employer-survey-2011.pdf">http://content.qs.com/qm/qm-global-employer-survey-2011.pdf</a></p>
Week 4	<p>Internship academic seminar</p> <p>Anomalies and oddities of British work culture: lecture and discussion.</p> <p>How UK employment law compares with that in the USA; attitudes regarding working hours, breaks, holidays, personal development and career paths.</p> <p>The EU and employment law: its influence on the UK and our opt-outs.</p> <p>Cross-cultural scenarios.</p> <p><u>Required readings:</u></p> <p>Fox, K. (2004). Watching the English: The hidden rules of English behaviour. Great Britain: Hodder &amp; Stoughton. pp. 176-207</p> <p>Ferraro, G. (2006). The cultural dimension of international business (4th Ed). New Jersey: Prentice Hall. pp. 100-124</p>
Week 6	<p>Internship academic seminar</p> <p>Corporate cultures and working styles: lecture and discussion.</p> <p>International cultures, communication, working preferences and behaviours.</p> <p>Transferable skills exercise.</p> <p><u>Required readings:</u></p> <p>Trompenaars F &amp; Hampden-Turner C, (2005) Riding the Waves of Culture, Understanding Cultural Diversity in Business, London, Nicholas Brealey.</p>

Week 7	Organisational Profile due. See Appendix I for more details
Week 10	<p>Internship academic seminar</p> <p>Resume and cover letter workshop.</p> <p>Mock interviews.</p> <p><u>Required readings:</u></p> <p>Fischer, K. (2010). Study abroad's new focus is job skills. The Chronicle of Higher Education. Retrieved online from <a href="http://chronicle.com/article/Study-Abroad-Gets-an-Image/124979/">http://chronicle.com/article/Study-Abroad-Gets-an-Image/124979/</a></p> <p>Matherly, C. (N.D.). Effective marketing of international experiences to employers. In Impact of Education Abroad on Career Development. AIFS, pp. 9-10  <a href="http://www.aifsabroad.com/advisors/pdf/Impact_of_Education_AbroadI.pdf">http://www.aifsabroad.com/advisors/pdf/Impact_of_Education_AbroadI.pdf</a></p>
Week 12	<p>Internship academic seminar</p> <p>Portfolio due. Presentations will take place during class.</p>

## **Appendix I: Organisational Profile**

The objective of this assignment is to show your awareness of the organisation, and department if applicable, providing your work placement. It is also important that you examine relevant issues in your organisation's sector: you must explain the wider context in which your organisation operates. The final word count of your Organisation Profile should be approximately 1,000 (not including Bibliography).

In your profile you should include the following:

### **a) Description of the organisation**

- i. What is the company's (and department's, if relevant) main brief?
- ii. What is the history of the organisation?
- iii. Does the organisation have a vision and a mission? Who developed them? When were they developed?
- iv. Has the organisation developed a strategic plan or gone through any strategic planning processes?
- v. How does the organisation ensure that the objectives it has proposed for specific projects are met?
- vi. How is the organisation funded? What measures are in place to ensure fiscal responsibility and accountability?
- vii. What is the scale (size) of the organisation?
- viii. Overview of departments, if applicable
- ix. Number of employees?
- x. Organisation chart

### **b) Organisational culture**

How would you describe the organisational culture? e.g. what are the values, rituals, and ways of working, distribution of power, etc?

### **c) Industry insights**

What are the current issues, hot topics, trends, or innovations in the industry field in general? You must reference at least two trade publications here

### **d) Overview of competitors and strategic alliances for the organisation**

In this section you must focus on your organisation rather than on your role there. The information about the company may come from interviewing work colleagues and your work placement site supervisor, through corporate literature, or the organisation's website. You must make sure that sources are appropriately cited (personal communications, web sites, annual reports, etc.).

### **e) Bibliography**

You must provide a list of all the sources you have cited in your report.

## **Appendix II: Portfolio and Presentation Assignment**

You must compile and present a portfolio of the best work you have done during your work placement. Each piece must be accompanied by a reflection on why you have selected it and what it shows about your work, learning, and performance. The purpose of the portfolio is to reflect upon and analyse what you have accomplished and to explain why this work was meaningful.

### Section I: Representations of your meaningful work

The first part of the portfolio will be representations of the meaningful work that you did. You must include a minimum of 3 representations. These could include samples of research or writing; instructions for carrying out certain tasks; or even photographs of you in the workplace.

### Section II: A description of the work (why is it in your portfolio)

For each representation you must describe what it is and explain why it is meaningful. Your explanation of why it is meaningful must be reflective and analytical and address:

- what skills it reflects
- how working on this item/activity contributed to your personal or professional growth
- why you take pride in it (assuming that you do)

The length required for each description is dependent on the number of representations you have included. The final word count of all of your descriptions taken together should be approximately 2,000.

### Final Presentation

You must present your representations and descriptions in class. You should plan on a 10 minute presentation followed by a few minutes to answer questions.