

## IDS 507, International Internship, Fall 2023

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Class: W 18:00-20:00 at Arcadia Edinburgh  
Course website: <http://courses.furman.edu>

### COURSE DESCRIPTION

Conduct in an internship with non-U.S. legislative body, NGO, or private company while participating in a faculty led study away program. The course will include weekly meetings and assignments appropriate to the location and specific program. If placement is appropriate, the faculty director may be able to arrange credit in the student's major department. Students will participate in an internship at least 16-20 hours per week under the supervision of Arcadia University.

### COURSE GOALS

By the end of the course, you will:

1. Conduct yourself in a professional manner, demonstrate interest and take initiative as appropriate.
2. Have created a portfolio to use on the job market going forward.
3. Reflect on the type of career and work environment that best suits you.

### ACADEMIC INTEGRITY

All activities and assignments that you complete during this course are governed by the Furman University academic integrity policy ([www.furman.edu/integrity](http://www.furman.edu/integrity)). Furman University asks all students to abide by the integrity pledge, which reads as follows:

*"It is the desire of Furman University to unite its members in a collective commitment to integrity. In so doing, Furman University strives to teach its members to live lives of humility, respect, and responsibility. Therefore, it is the expectation that all members of the Furman University community will conduct themselves with integrity in all endeavors. In honoring these values and ideals as Furman University's foundation, it is with utmost faithfulness and dignity that I will subscribe to them."*

The academic integrity policy indicates that cheating entails not only giving and/or receiving unauthorized assistance but also witnessing cheating and failing to report it. If you witness or suspect cheating by any of your classmates, please report to your professor in confidence.

Trust and respect are vital to the success of collaborative endeavors. As such, any and all integrity violations are taken extremely seriously and will be adjudicated according to Furman's policy 190.6.

I expect all students to review Furman's policies on academic integrity. You are responsible for upholding these standards as you complete the assignments for this course. You should be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. I will report all academic integrity violations to the Associate Academic Dean. In this class, any academic integrity violation results in an F for the course.

### COURSE REQUIREMENTS

**Grades will be based on the following:**

Learning Plan:	10%	See Appendix A
Weekly Reflection	30%	See Appendix B
Class presentation:	10%	See Appendix C
Portfolio:	30%	See Appendix D
On-the-job Evaluation:	20%	Evaluated at midterm and final

Grades will be determined by the following scale: A (93-100), 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).

### OTHER INFORMATION

Students who need academic accommodations should contact the Student Office for Accessibility Resources ([www.furman.edu/soar](http://www.furman.edu/soar)) as early as possible. Since we are not on campus with access to our usual resources, please let me know if you feel like you could use support. We will work to find resources.

## APPENDIX A: Learning Plan

Due date: Friday, October 6

An internship learning plan includes statements of your learning objectives and strategies and tasks for accomplishing these objectives. Your weekly journals and portfolio will then provide documentation that these strategies were carried out and that the objectives were accomplished.

Are you looking to improve or develop particular skills, expand knowledge of a particular field, apply a particular body of knowledge? Are you interested in testing a career interest and your own suitability for that career? Do you want to increase your cultural awareness and language skills? Learning objectives can be classified in the following four categories. You should prepare two or three major objectives for each:

- 1) *Academic Content/Knowledge*: may relate to your major or may be information about the profession or industry you are working in.
- 2) *Professional Skill Development*: learning and improving specific skills – i.e. how to do or carry out a particular task.
- 3) *Career Awareness/Development*: learning about specific career positions and occupations and the education/training/qualities required.
- 4) *Personal Development*: what personal attributes you want to improve.

For each of your learning objectives, give the justification for why you are pursuing it and describe the specific processes and activities you will undertake in order to achieve your objectives.

- Will you undergo training?
- Will you read certain books, articles?
- What will you observe?
- Will you be working on a specific project?
- What will you plan, create, implement, assess?
- What meetings will you attend?
- What professionals will you interview? About what?
- Will you ask people who observe you at work to give you feedback and suggestions?

## ASSESSMENT OF THE LEARNING OBJECTIVES

Grades will be based on

- 1) Expressing what you plan to achieve throughout the internship and how it will be measured.
- 2) Effectively relating academic learning to the internship experience.
- 3) Adherence to the writing guidelines for Learning Objectives.
- 4) Completing the assignment on time.

## APPENDIX B: Weekly Reflection

Due each Monday by 11:59pm

You will keep a journal of your experiences as an intern, which will consist of weekly observations and updates on progress towards your learning objectives. The length of the entries will vary greatly depending on circumstances of the organization and the particular week. The key to a good journal is consistent observation, careful note taking, and thoughtful analysis. The journal is the primary place for demonstrating meaningful reflection as you address the Learning Objectives; resolving problems and challenges; and documenting observations and feelings relating to your internship.

There are several things your journal should touch on:

- 1) After the learning plan is due (on October 6), you should use the journal to demonstrate progress towards achieving your Learning Objectives. Each week, respond to the following questions.
  - a. What learning objective did you make progress on this week? How?
  - b. Which learning objective are you not progressing towards? Could you do anything differently over the next few weeks to change that?
- 2) Speak to the challenging or frustrating aspects of the internship. Were these challenges related to the nature of the job, the knowledge or skills required, your personal qualities and characteristics, or the fact that it was in Edinburgh? How can you overcome these?
- 3) The journal should show your substantive knowledge and analysis of the organization, people you are working with, and issues you are working on.
- 4) The journal also provides a chance for you to think about the nature of work and what type of work is the best fit for your strengths and interests. What do you enjoy doing? What do you not enjoy doing? Are you seeing other organizations that appear even more interesting?

## ASSESSMENT OF THE JOURNALS

Grades will be based on:

- 1) Evidence of thoughtful reflection, critical thinking, and problem solving
- 2) Consistent reference toward achieving your Learning Objectives
- 3) Demonstrated awareness of self in the work environment and the role of others
- 4) Adherence to the writing guidelines for journals and timely completion

*Grading Scale: Unsatisfactory = 5, Below expectations = 6.5, Near expectations = 7.5, Meets expectations = 8.5, Exceeds expectations = 9.5, Exceptional = 10*

## APPENDIX C: Final Oral Presentation

Due in class on either November 29, December 6, or December 13

The oral presentation should summarize your learning, assess overall success in achieving your Learning Objectives, and highlight any additional insights about the organization, industry, or career field.

Prepare a 10-minute presentation about your internship experience. You should address the following:

- 1) Present a few of your Learning Objectives and discuss the extent to which the objective was met as well as the tasks you did to accomplish the objective.
- 2) Make some connections between concepts, ideas, facts, or skills learned in college and those learned through the internship experience.
- 3) How has this internship solidified or changed your career focus?

## APPENDIX D: Portfolio

Due December 13

You will create and submit a portfolio that documents what you have learned through your internship experience. It will consist of the following components:

- Organizational History and Background (Appendix D.1)
- Informational Interview and Thank You Letters (Appendix D.2)
- Resume and cover letter (to be updated near end to include internship)
- Summaries/samples of work performed, significant meetings or presentations attended
- Final self-reflection (Appendix D.3)

## APPENDIX D.I: Organizational History and Background

Aim for October 11

This section must address the topics below, and use “headings” to divide each topic:

- 1) The mission and type of industry of the organization
- 2) The clients/customers of the organization
- 3) The product/service of the organization
- 4) The key individuals with whom you will be working
- 5) Areas of the organization to which you will be exposed

## APPENDIX D.2: Informational Interviews and Thank You Letters

Aim for November 15

### Informational Interview

An Informational Interview is a meeting between you and a professional that is focused on learning more about an organization, industry, and career options. In order to engage the interviewee, frame all questions in terms of their personal experience.

Benefits of an Informational Interview include:

- 1) Discovering a day in the life for someone in the field
- 2) Learning about organizational structure including hiring processes and internal promotions
- 3) Identifying specific skills, interests, and abilities that make someone successful in this field
- 4) Expanding your network of contacts in your field of interest for future opportunities

Identify two individuals connected to the organization in which you are interning and request a 20-30 minute informational interview from each (this may be the Site Supervisor or any other professional based the career interests of the intern). Below are some questions that should be incorporated into the interviews. It is equally important that you develop at least 2 additional questions to ask.

- 1) In what ways did your education prepare you for this field/position?
- 2) What has your career path looked like and is that typical for this field?
- 3) What part of this job do you personally find most satisfying? Most challenging?
- 4) How would you describe the culture of this organization?
- 5) What professional resources or organizations should I be aware of?
- 6) Thinking about the most successful interns/employees you have had, what was it about their character, work ethic, abilities, etc. that made them exemplary?

In this section, summarize what you learned from each of the informational interviews you conducted.

### Thank You Letter

An Informational Interview, like any interview, should be followed with a thank you letter (or thank you email or text as appropriate) sent within 24 hours. Please include the thank you letters you sent to each contact.

## APPENDIX D.3: Final Reflection

You will critically evaluate your original learning plan. In your critique, you will explain what aspects of your internship lived up to your expectations and where it may have fallen below. You will also try to identify unexpected or unanticipated aspects of your internship experience that you feel were particularly valuable to your career development, providing comment as to why they were unanticipated when developing your initial learning plan. Finally, you will evaluate your internship experience and place your internship into the larger context of your overall Edinburgh experience this past term.

The following set of questions will help you to develop your reflection. Feel free to include any other questions that come to mind regarding the overall experience.

### The learning plan

- 1) How did you do on achieving your learning goals as established in your original Learning Plan?
- 2) In hindsight, were these good objectives for you? Why or why not? Were there other objectives that you should have included in your original document?

### The work environment

- 3) What were some of the cultural and social challenges you faced and how did you handle them?
- 4) What, if anything, did you observe in the work environment that would not likely happen in the U.S.?
- 5) What did you learn about work group interactions and communications? Would you rather be a part of a team or work independently?
- 6) Have any of your assumptions about the working world changed as a result of your internship experience? If so, how?
- 7) Has this experience confirmed or changed your educational or career plans? How?

### The internship overall

- 8) What was the most rewarding aspect of your internship? Why?
- 9) How did your expectations compare to what you actually experienced?
- 10) If you could begin the internship again, what would you try to do differently?
- 11) What would you advise your internship supervisor to do differently?
- 12) What opportunities did this internship provide that you would not have obtained elsewhere?