

INT 499 PROFESSIONAL INTERNSHIP

DESCRIPTION

An international internship is an example of experiential learning that takes place in another country for a specified period of time. Internships provide students with the opportunity to discuss and critique theories and models of work organizations in a cross-cultural context while engaging in a work placement. The module creates a framework for personal reflection on issues related to professional development, while blending theoretical analysis, skills development, and application from the placement location. The practical activities, discussions and assessment mechanisms are designed to support learning, using the placement experience as a vehicle for that learning.

AIMS OF THE INTERNSHIP

- To design and deliver a series of practical, theoretical and reflective experiences which facilitate learning
- To create an academic learning environment which analyzes theoretical and practical issues around the working environment, all of which promotes students' employability
- To provide a safe and professional learning environment for students to engage with aspects of working life within an organizations
- To link the placement experience with a consideration and analysis of current and historical aspects of the local working culture
- To create a participative and critically challenging program to promote personal development
- To create an assessment framework, which requires students to demonstrate participation, skills development, and professional awareness, within an academic context

LEARNING OUTCOMES

Knowledge & Understanding

Upon completion of the internship students will be able to:

- Critically review the concept of the 'organization of work' as it currently exists in the host country
- Analyze specific elements of the employment relationship from the perspective of their placement experience
- Students will show an ability to synthesize their overseas internship experience, showing what they learned, gained, and developed while abroad in the essay assignments

Intellectual Skills

Students will have the opportunity to reflect upon and appraise knowledge, skills and competencies gained through work placement in relation to sector trends, agendas, employer needs and personal career goals, relevant to the specific industry in which the placement takes place.

Practical Skills

Students will effectively carry out a wide variety of tasks and activities in the work placement. Students will produce an up to date and professional CV/Resume using appropriate ICT.

Transferable Skills

- Students will develop effective interpersonal and networking skills in professional settings
- Students will develop strategies relating to effective communication within a professional environment

REQUIREMENTS

Work Requirements

- *Time Commitment*
A minimum of 120 internship “work” hours is required. Students may extend the number of hours based on the requirements at their home university and/or their personal interests or needs. KEI recommends that students limit their internship to not more than 240 work hours if simultaneously taking courses during the term abroad.
- *Internship Agreement*
Once the student has been placed, s/he must commit to the company/organization a certain number of weekly and/or overall semester hours. S/he may be asked to sign an Internship Agreement.
- *Expectation at Work*
The exact weekly schedule will be determined by the internship supervisor and student, taking into account the student’s class schedule. It is expected that students will also meet regularly with their internship supervisor to provide appropriate training, monitor responsibilities and feedback. Finally, it is expected that students will be punctual, participate fully and professionally at all times, and to a certain degree, be flexible (remembering that the student may be the first intern that a company/ organization has ever worked with).

Academic Requirements

- *Weekly Journal*
Students should address the following topics, all specifically related to the internship experience: cultural differences s/he is encountering, personal interactions at the workplace, work styles and business communications, language acquisition, new concepts and strategies, and ongoing self-assessment (personal reflection). Students must type or write legibly
- *Supervision*
Regular meetings with the internship supervisor assigned by KEI and/or the host university abroad
- *Resume/CV*
Students must create a 1 to 2 page CV or resume to be used for future internship and employment applications
- *Term Paper*
 - 3-5 pages, typed.
 - APA-style format, e.g., double-spaced, 1-inch margins, 12-pt. font.
 - Assignment: “Theory vs. Practice”
Compare a theory (of your choosing) in your academic discipline with your professional experience. Use and reference at least 5 scholarly sources.
 - Due 2 weeks following the last day of the program.

ACADEMIC CREDIT

KEI adheres to industry-wide standards set by NAFSA, main professional organization for education abroad, concerning the awarding of academic credit for internships. KEI guidelines involve both work and academic requirements.

One academic (semester) credit hour is awarded for every 40 internship work hours. Thus, in order to earn 3 academic credits for an internship, students must successfully complete a minimum of 120 work hours and academic requirements.

ASSESSMENT

Students will be evaluated by their Academic Supervisor (a professor at KEI's partner university abroad or the KEI Onsite Director). A Pass/Fail grade will be awarded for the internship. Students whose home universities require a letter-grade must inform KEI prior to the start of the internship. The final grade will be based on the following criteria.

- 20% Assessment of student by supervisor
- 20% Attendance (number of hours worked, punctuality, participation, etc.)
- 30% Term paper
- 10% CV/Resume
- 20% Weekly journal

LEARNING RESOURCES

Fanthome, Christine (2004) *Work Placements: A Survival Guide for Students*, London, Palgrave

Butcher, Mark (2003) *Achieve! Personal Effectiveness in the not-for-profit sector*, London, Directory of Social Change

McGee, Paul (2006) *How to write a CV that works: A concise, thorough and comprehensive guide to writing an effective resume*, Oxford, How to Books

Moon, Jennifer (2006) *A Handbook of reflective and experiential learning: theory and practice*, London, New York, Routledge

Moon, Jennifer (2004) *Learning Journals: A Handbook for Reflective practice and professional development*, London, NY, Routledge

Templar, Richard (2003) *The Rules of Work*, London, Pearson Education

Walker, David (1998) *Selection Interviewing*, London, Marshall