



CIEE Legon, Ghana

Course name:	Internship for Credit
Course number:	INSH 3003 ACGH
Programs offering course:	Legon Arts and Sciences
Language of instruction:	English
U.S. Semester Credits:	3
Contact Hours:	135 hours
Term:	Fall 2019

Course Description

INSH 3003 will provide you with credit for professional and academic experience through internships with local organizations. While working at the internship site, you will gain new abilities and skills and develop self-confidence from pursuing challenging goals. The academic component will help you navigate the challenges that you are likely to face while interning and afford you a greater understanding of your strengths and limitations related to your work experience and to Ghana. You will thereby get the opportunity to explore or affirm possible career aspirations. Other benefits for taking this course include improving your employment opportunities, obtaining academic credit for a meaningful work experience, and enhancing your resume.

Learning objectives

At the end of this class, students will be able to:

1. Gain an understanding of work culture of Ghanaian organizations and how to work within these organizations.
2. Reflect on the unique learning experiences that an internship in a Ghanaian organization provides.
3. Demonstrate the ability to perform tasks and functions assigned at the organization and also be able to perform certain job functions previously unknown
4. Increase their preparedness for the world of work through practical experience.
5. Demonstrate the ability to work through challenging situations constructively through open discussions with staff of organization, fellow students and one-on-one interactions with the instructor.

Prerequisite Job-Related Skills and Knowledge

Most employers expect their interns to have a working knowledge of Microsoft Office software. You will need the same knowledge to work on the academic component of the course. Any other personal skill will be a plus.



Course Prerequisites

There are no course prerequisites but there are specific guidelines which must be met for you to obtain full credit for your internship. You must participate in the internship according to the guidelines furnished by your internship site supervisor. You must be punctual and work to the fullest of your abilities for whatever amount of time you commit to at the internship site. If you should have any concerns on-site, you should share these with your on-site supervisor first. Should your concerns not be addressed, you can then report to the course instructor and/or the internship coordinator.

Course Requirements

For internship credit, academic assignments are required in addition to completing the necessary on-site work hours for the semester. You are required to complete 104 work hours at your internship sites, 18 hours working on academic assignments and 13 hours of internship class and one-on-one meetings. Success depends on accomplishing **ALL** the assignments, by the specified due dates, and in a satisfactory manner.

All academic assignments should have a cover page showing the course code and course title, your name and index number, and title of the assignment. All academic assignments should also be typed double space using Times New Roman font size 12. **Note that if you fail to submit assignments in the correct format or fail to submit on time, you will lose marks. You will also lose marks if you make avoidable grammatical errors and/or typographical errors. Be advised therefore that you should read over your assignments carefully and correct all such errors before you print and submit them.**

The format of each academic assignment will be discussed in class before it is assigned so you know exactly what is expected of you. You must therefore pay attention in class and ask for clarification where it is needed. Course details are as follows:

1. **Internship Class:** There will be 13 weeks of internship classes and one-on-one meetings. Each class will last for an hour and one-on-one meetings will last for a maximum of 20 minutes per intern. You are expected to be punctual at every class or one-on-one meeting. See schedule of classes below for details.
2. **Reflect and Respond:** This will be the very first assignment. It would be assigned on the first day of class to be submitted in the subsequent class. You would be expected to reflect on why you chose to take this course and write down your thoughts based on your reflections._
3. **Reflective Journals:** After 8 weeks of internship, you would be expected to submit a weekly reflective journal. Each journal should be two to three pages long. **Reflective Journals are due on days that internship classes are held and should cover work done in the week prior. Hard copies should be submitted to the instructor before class begins or during one-on-one sessions.**



4. **Working Hours:** Work and complete the minimum number of hours specified in the syllabus for appropriate semester credit. ***Time sheets should be submitted for inspection during one-on-one sessions. A final time sheet is due on Week 13 and should be submitted with the Internship Final Report. Note that working hours do not include travel time to and from your internship site but does include any work done off-site on tasks assigned by your internship supervisor.***
5. **Internship Goals:** Set three internship goals indicating desired accomplishments. **Goals are due no later than Week 4 and should be submitted to the instructor in class.**
6. **Internship Final Report:** **The Internship Final Report is due no later than Week 13. You should submit a comb-bound hard copy to the instructor.** The report should cover all your internship experience and should be between fifteen (15) to twenty-five (25) pages long, typed double space. Other details will be discussed in class (see schedule of classes).

Grading

You will receive a letter grade for this course in accordance with the CIEE recommended grading scale.

Important Rules to Note:

1. Do not be late for class and do not leave early.
2. Two absences from class without permission for extenuating circumstances reduces your overall grade score by **10 points.**
3. Do not bring food/drinks to the class or eat in class.
4. Late completion and submission of any assignment reduces your marks by **3 points.**
5. There should be no distractions and disruptions in class so please turn off all mobile phones and other electronic gadgets that beep, buzz, or play little songs whilst in class. Such gadgets should be put away during class.
6. Respect yourself and more importantly, be respectful towards your fellow classmates and to me.
7. Since the course is an interactive one, I encourage you to participate fully and be open about your experiences, thoughts, and feelings.
8. Ensure that you abide by the time you set to work at your internship site. Two absences from your internship site without permission from your on-site supervisor for extenuating circumstances reduces your overall grade score by **10 points.** Note also that you will have to notify the course instructor and internship coordinator that you have been granted permission to be absent.



9. Ensure that you have read this course outline thoroughly and understand what is expected of you in this course. Failure to meet the standards set here with the excuse of not having known will not be tolerated.
10. I have tried to make this course outline as detailed as possible. I however reserve the right to modify or add to any part of it based upon class interest and unforeseen circumstances.

Schedule of Internship Classes

- Week 1:** Overview of Internship course. Reflective writing Part 1. Students are given the an assignment to reflect and respond
- Northern Illinois University, Faculty Development and Instructional Design Center (n.d.). *Reflective journals and learning logs*. Retrieved July 18, 2017, from http://www.niu.edu/facdev/pdf/guide/assessment/reflective_journals%20and_learning_logs.pdf
- Writing SMART learning objectives (n.d.). Retrieved July 19, 2017, from <http://uncw.edu/career/documents/WritingSMARTLearningObjectives.pdf>
- Week 2:** Managing Expectations. Submission of Reflect and respond assignment
- Northern Illinois University, Faculty Development and Instructional Design Center (n.d.). *Reflective journals and learning logs*. Retrieved July 18, 2017, from http://www.niu.edu/facdev/pdf/guide/assessment/reflective_journals%20and_learning_logs.pdf
- DePaul University, College of Communication (n.d.). Setting S.M.A.R.T. learning goals for your internship. Retrieved July 19, 2017, from <https://communication.depaul.edu/internships/internship-providers/Documents/Internships%20Smart%20Goal%20Worksheet.pdf>
- Week 3:** Setting SMART Internship Goals
- DePaul University, College of Communication (n.d.). Setting S.M.A.R.T. learning goals for your internship. Retrieved July 19, 2017, from <https://communication.depaul.edu/internships/internship-providers/Documents/Internships%20Smart%20Goal%20Worksheet.pdf>



Writing SMART learning objectives (n.d.). Retrieved July 19, 2017, from <http://uncw.edu/career/documents/WritingSMARTLearningObjectives.pdf>

Week 4: One-on-One with Instructor

Writing SMART learning objectives (n.d.). Retrieved July 19, 2017, from <http://uncw.edu/career/documents/WritingSMARTLearningObjectives.pdf>

Week 5: 4-Week Milestone Discussions

Week 6: One-on-One with Instructor

Week 7: Internship Site Visits

Week 8: Reflective Writing Part 2. Students work on First Journal. Work begins on Second Journal

University of Birmingham, Academic Skills Centre (2014, May). *A short guide to reflective writing*. Retrieved July 18, 2017, from <https://intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/documents/public/Short-Guide-Reflective-Writing.pdf>

Williams, K., Woolliams, M., & Spiro, J. (2012). *Reflective writing*. Palgrave Macmillan.

Week 9: 8-Week Milestone Reflective Discussions. Submission of First Journal

University of Birmingham, Academic Skills Centre (2014, May). *A short guide to reflective writing*. Retrieved July 18, 2017, from <https://intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/documents/public/Short-Guide-Reflective-Writing.pdf>

Williams, K., Woolliams, M., & Spiro, J. (2012). *Reflective writing*. Palgrave Macmillan.

Week 10: One-on-One with Instructor. Submission of Second Journal. Work starts on Third Journal

Week 11: 10-Week Milestone Reflective Discussions. Challenges Juxtaposed with Goals and Personal Impact of Internship Experience. Submission of Third Journal. Work starts on Fourth Journal

Week 12: Writing the Final Internship Report. Submission of Fourth Journal

Week 13: Continue working on the Final Internship Report. Students submit Hard and Soft copies



of Final Internship Report the week after the last day Internship Class.

Course Materials

Readings

DePaul University, College of Communication (n.d.). Setting S.M.A.R.T. learning goals for your internship. Retrieved July 19, 2017, from <https://communication.depaul.edu/internships/internship-providers/Documents/Internships%20Smart%20Goal%20Worksheet.pdf>

Northern Illinois University, Faculty Development and Instructional Design Center (n.d.). *Reflective journals and learning logs*. Retrieved July 18, 2017, from http://www.niu.edu/facdev/pdf/guide/assessment/reflective_journals%20and_learning_logs.pdf

The internship report (2002, May). Retrieved July 19, 2017, from <http://english.mnsu.edu/techcomm/internshiprpt.pdf>

University of Birmingham, Academic Skills Centre (2014, May). *A short guide to reflective writing*. Retrieved July 18, 2017, from <https://intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/documents/public/Short-Guide-Reflective-Writing.pdf>

Williams, K., Woolliams, M., & Spiro, J. (2012). *Reflective writing*. Palgrave Macmillan.

Writing SMART learning objectives (n.d.). Retrieved July 19, 2017, from <http://uncw.edu/career/documents/WritingSMARTLearningObjectives.pdf>