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Study Center in Shanghai, China

Course name:	Organizational Internship
Course number:	INSH 3003 SACS
Language of instruction:	English
U.S. Semester Credits:	3 semester/4.5 quarter hours
Contact Hours:	45 (200 hours including on site internship, field trips and lecture)
Term:	Spring 2017

Important Note: *Syllabus is subject to change, depending on class size, logistics, etc.*

Course Description

This course provides the student an opportunity to participate in business projects assigned by our sponsoring companies. The sponsors will vary each semester depending on the participating organizations of this program. In the class, interviews will be arranged for the students to match with the sponsoring company. The interview process will be intensive in the first two weeks of the semester. A student may go through several interviews before a final offer is secured. The critical phase of this course is in the first two weeks of the semester to secure an offer because only those students having received an offer can continue in the course. Students signed up in the class but received no offers will need to drop the class. A student can also try to obtain a sponsor himself/herself and participate in this class.

In the orientation class, basic skills of interviews will be introduced. Students are encouraged to get prepared before the interview such as to know the company and their products and services. Sometimes interviews will be arranged impromptu. In such situation, students should prepare well in articulating past job experience and current job skills. Specific questions about the position can be inquired during the interview. Students should not be discouraged if interviews are arranged without ample time to research the company background. Instead students should focus on demonstrating his/her experience in those job skills.

Our internship program is about learning fundamental skills at a workplace. We believe in the first two years of a job right after college, this is the critical skills that a college grad needs to acquire in order to succeed in business. So we emphasize interns to learn the basic fundamental office skills such as communicating, interacting with staff, fact finding in office, and gathering information from various departments in the company. We do not have a wide variety of industries and multi-national companies in our participating sponsorship pool. Therefore, if a student is looking for a particular industry with a goal of a specific type of position, he/she should either seek out a position on his/her own or not to attend this class.

Lecture in the class will cover only the basic requirement of office work policies. The class will include subjects such as:

How to prepare a resume?
How to search for prospective interviewing companies? How to succeed in the office?
How to plan for a career development? How to retire early?



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The instructor will be the facilitator for classroom discussions and student participations. A lot of the experience from job searching, interview process, office work issues will be discussed and shared in the classroom. The objective is to learn those fundamental skills in the first two years of work right after college.

The course covers 15 weeks and the internship should start no later than the first two weeks into the semester or before the deadline for the drop/withdrawal period. Work should be scheduled for at a minimum of 9 weeks in the semester. In addition, there are 7 class meetings which will meet at 4PM Monday afternoon for the first three weeks, for the mid-term review, and for the last three weeks of the semester. Normally you need to plan a minimum 2 ½ days per week work for the sponsors. Some sponsors may require one or two extra half day work during the week.

Students are expected to turn in weekly time sheets signed by the sponsoring company. During the internship, all correspondence with the instructor should be by emails. Individual meetings can be arranged in advance with the instructor on internship issues. At the end of the course, the mentor of the sponsoring company will provide an evaluation on the performance of the student. It is the student's responsibilities to submit all the paperwork, time sheets and the Mentor Evaluation on a timely basis. Two reports for the internship project will be prepared by the students, one for mid-term and one for the final. To be successful in the Organizational Internship class, the students are encouraged to actively seek open and frank communication with the company mentor and the instructor. As a result of these proactive communications by the students, they should be better prepared to work with co-workers and supervisors when stepping into a full time job upon graduation.

Learning Objectives

The course will try to train the students the fundamental job skills in the first two years of work right after college graduation. It will help you understand:

- Career planning
- Workplace issues,
- Work ethics,
- Interpersonal interactions and group dynamics in the workplace,
- How companies are organized and structured,
- The impact of external factors such as government policies and regulations,
- Organizational structure and its functions,
- Career goals and career development

Course Prerequisites

Three semesters of college-level business, economics, accounting, finance, management, or marketing are required. Chinese language skills are highly recommended and preferred by the sponsoring companies but not required.

Application to the course

Interested candidates for the course should submit their resumes to CIEE or the course instructor (Charles.mo@charlesmo.com) prior to the semester begins. Students should include the SKYPE name on the resume in case a pre-screening interview will be conducted by interested sponsor. Students who are non-committal to internship should not apply for the course. This class is provided for those students who are committed to work hard and study. After accepted into this course, a student may get a failing grade if the student quits the internship or is dismissed by the sponsor.



Interviewing and selection Process

As this class becomes more in demand, a screening process will be placed in the selection process. CIEE reserves the right to determine as to which student is to be accepted into the internship class. In general a total of 20 students will be limited in each internship class.

Students applying for this course should send resumes via email to the instructor prior to the semester. Students should check their emails frequently during the entire course of this class. The best way to reach the instructor is using the email.

Once an offer and acceptance is made, the student will sign an internship agreement with the sponsor. In the Internship Agreement, the time schedule for work will be agreed between the student and the sponsor.

If more students are enrolled than the positions available, the class size will be limited to the sponsors' positions. Once the quota is reached, no more applications will be considered. The applications will be prescreened on a first come first serve basis. Only those prescreened and accepted will be considered for interviews.

Methods of Instruction

The methods of instruction will mostly in the classroom participation. Each student will be monitored for progress on the internship project by submitting daily journals and time sheets weekly. Total combined work and classroom hours will be no less than 120 hours. Current syllabus includes seven 2 hour group meetings and two field trips totaling 14 hours. In addition, an average of 14 hour work week for 10 weeks is scheduled totaling 140 hours.

Assessment and Final Grade

1. Attendance and participation	20%
2. Internship project report I - mid-term	15%
3. Internship project report II- final	15%
4. Time sheet/journals	10%
5. Mentor Agreement	10%
6. Mentor's Evaluation	30%
Total	100%

Course minimum Requirements

- Average 140 work hours at the internship site (14 hours/week for 10 weeks)
- 14 hours meeting with the Academic Advisor and/or class
- No absenteeism and no lateness at work
- Prepare two project reports one at mid-term and one at final
- Submit journal/time sheet for the duration of the internship



Weekly Schedule

Week	Date	Readings & Assignments
1	Orientation week	<i>Students arrive on campus</i>
	Course selection – submit resume	
2		2 hours class meetings
	Introduction of the course syllabus Review the job descriptions of internship positions Overview of each sponsor Company	Job search and interviews
	Review the internship Application Form Pre screening interview with a staff of Charles Mo & Company Complete the Internship Application Form Schedule interviews for the students to meet with the potential company employer	Review and edit resumes
3		2 hours class meeting
	Assessment on the interview results and chances of further internship assignment Schedule for individual meetings Students not yet offered an intern need to drop the class at this moment	
4		14 hours internship site
	Resume writing Interview skills Office politics Module Two: Choosing an Internship Discuss choice of positions, interviews, etc.	Students should secure an internship position by this week or drop the class
5		14 hours internship site
6		14 hours internship site
7	Mid-term Review	2 hours – Mid-term report due (3-5) pages 14 hours
8		CIEE field trip no work
9		14 hours internship site
10		Weeklong Spring break no work
11		2 hours- Field trip or video
12		14 hours internship site
13	2 hours Final review – review of all time sheets/mentor agreement./mentor evaluation 14 hours internship site	
14	2 hours Plant tour or video Mentor evaluation form due 14 hours internship site	
15	2 hours Class meeting - <i>Final report due (3-5 pages)</i> End of semester	



Reading Materials

1. Chen, M. (2004). *Asian management systems* (2nd ed.). Belmont, CA: Thomson.
2. Gao, G., & Ting-Toomey, S. (1998). *Communicating effectively with the Chinese*. Thousand Oaks, CA: Sage
3. Graham, J., & Lam, M. (2007). The Chinese negotiation. *Harvard Business Review*
4. Kaser, K., Brooks, J. R., Jr., & Brooks, K. (2007). *Making the most of your internship*. Belmont, CA: Thomson.
5. Sweiter, H. F., & King, M. A. (2004). *The successful internship: Transformation and empowerment in experiential learning* (2nd ed.). Belmont, CA: Thomson.

Course Instructor

Charles Mo is a Certified Public Accountant in the US. He is the founder of Charles Mo & Company, which is a wholly owned American consulting firm that provides services to the board of directors of public companies, project management of new factory, outsource accounting, training and instruction, local language test, and HR related assessment tools for corporations. Charles moved to China in 1995 as the Controller/General Manager for Polaroid China. In 1996 he served as the Chief Financial Officer for Nike China and IN 2000 later as the Chief Operating Officer for Coca-Cola in Shanghai until 2005. Prior to that Charles worked for Wang Laboratories, Inc. in Massachusetts in various financial management capacities for 12 years. In 2003 Charles joined American Chamber of Commerce in Shanghai, and was appointed CSR Committee Vice Chair in 2004, Board Treasurer in 2005, and elected Board Vice Chairman in 2006, 2007, and 2008. Charles was also the Chairman of the Audit Committee in 2005 and member of the Audit Committee in 2006 and 2007. Charles has an MBA from California State University Fullerton and a BA in Business Administration from Hong Kong Baptist College.