



## **CIEE Legon, Ghana**

<b>Course Name:</b>	Organizational Internship
<b>Course number:</b>	INSH 3003 ACGH
<b>Program Offering Course:</b>	Arts and Science
<b>Language of Instruction:</b>	English
<b>U.S. Semester Credits:</b>	3
<b>Internship/Contact Hours:</b>	135 hours
<b>Term:</b>	Spring 2019

### **Course Description**

INSH 3003 ACGH 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.

### **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.

Numeric scores will be earned in the following manner for assignments:

<b>ASSIGNMENT</b>	<b>DETAILS</b>	<b>MAXIMUM POINTS OBTAINABLE</b>	<b>TOTAL (%)</b>
Internship Class – 13 hours total.	Class Attendance and Punctuality.	<b>13</b>	<b>26</b>
	Participation in Discussions.	<b>13</b>	
Reflect and Respond – 1 hour total.	Writing up reflection	<b>4</b>	<b>4</b>
Internship Goals – 1 hour total.	Writing up internship goals.	<b>2 per goal</b>	<b>6</b>
Internship Work Hours – 104 hours total.	Working on-site or off-site on duties assigned by internship supervisor.	<b>10</b>	<b>10</b>
4 Reflective Journals – 6 hours total.	Writing up each journal.	<b>6 per journal</b>	<b>24</b>
Internship Final Report – 10 hours total.	Writing up final report.	<b>30</b>	<b>30</b>
<b>TOTAL SCORE</b>			<b>100%</b>

### **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**

	<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>	<b><u>SUBMISSIONS</u></b>	<b><u>ASSIGNMENT</u></b>
<b>1</b>	Week 1	Overview of Internship Course Reflective Writing – Part One	None	Reflect and Respond
<b>2</b>	Week 2	Managing Expectations	Reflect and Respond	None
<b>3</b>	Week 3	Setting SMART Internship Goals	None	Internship Goals
<b>4</b>	Week 4	One-on-one with Instructor (In-Class)	Internship Goals	None
<b>5</b>	Week 5	4-week Milestone Discussions – Issues with Acclimatizing.	None	None
<b>6</b>	Week 6	One-on-one with Instructor	None	None



7	Week 7	(Internship site visits)		
8	Week 8	Reflective Writing – Part Two	None	Work on First Journal
9	Week 9	8-week Milestone Reflective Discussions – Expectations and Experiences	First Journal	Work on Second Journal
10	Week 10	One-on-one with Instructor (In-Class)	Second Journal	Work on Third Journal
11	Week 11	10-week Milestone Reflective Discussions – Challenges juxtaposed with goals and Personal Impact of Internship Experience	Third Journal	Work on Fourth Journal
12	Week 12	Writing the Internship Report	Fourth Journal	Work on Internship Final Report
13	Week 13	Closure		

**Required 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](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>