



CIEE in Gaborone, Botswana

Course name: Internship
Course number: INSH 3003 BOTS
Programs offering course: Arts & Science
Language of instruction: English
U.S. Semester Credits: 03
Contact Hours: 45
Term: Spring 2019
Course meeting times:
Course meeting place:
Academic Advisor: Basetsana Maposa
Internship Coordinator: Basetsana Maposa
Contact Information: Basetsana: 3554982 / 71296389
bmaposa@cieee.org

Office address: Block 247, Room 433/432, University of Botswana
Office hours: By Appointment

Course Description

This is an internship through a CIEE course. You will be working with a Botswana organization in the field of your choosing. You will have the guidance of Mentor (On-site supervisor) and Academic Advisor/internship coordinator

Learning Objectives

- Learn to work successfully in a new environment;
- Meaningfully contribute to the organization and the community it serves;
- Gain valuable work experience;
- Have the opportunity to reflect and learn throughout the internship.

Course Prerequisites

None.

Assessment and Final Grade

1. On-the-job performance:	15%
2. Weekly journals:	10%
3. Oral Presentation:	20%
4. Final Assignment:	45%
5. Attendance and class participation:	10%
CIEE Grading Scale:	



CIEE Course Grade	Recommended US Grade Equivalent
92.50 -100	A
89.50 - 92.49	A-
86.50 - 89.49	B+
82.50 - 86.49	B
79.50 --82.49	B-
76.50 - 79.49	C+
69.50 - 76.49	C
59.50 - 69.49	D
0 - 59.49	F

Course Requirements

On-the-Job Performance

You will spend eight (8) hours a week at an organization of their choosing. You will have specific responsibilities, learning outcomes and professional development goals agreed upon by you and your mentor, and detailed in the internship learning agreement. There will be a mid-semester check-in with you, your mentor and the internship coordinator. Your on-the-job performance will be assessed by the internship mentor at the end of the semester.

Weekly Journals

There are twelve due dates for journal entries. You will pick at least 10 of them and submit a journal, 1-2 pages, double spaced (via email to the internship coordinator [gaboroneinternship@ciee.org] and academic advisor [bmaposa@ciee.org]). They are due Friday of each assigned week.

Oral Presentation

You will be given 20 minutes to present to an audience of your peers the details of your internship, projects you worked on, your final assignment as well as challenges and lessons



learned. The presentation must have a visual component. The oral presentation grade will be determined based on the following components:

- Background of Organization
- Explanation of Work at Site
- Explanation of Research
 - How You Came Up with a Topic
 - Problem Question
 - Findings
- Challenges/Lessons Learned
- Length

Final Assignment

This is a research paper on a topic relevant to the work you are doing on-site (15 pages typed, including Cover Page & Bibliography Page, 1.5 spacing, Calibri Font, 1 inch margins, A4 paper). The final grade will be given by the academic advisor. The final assignment grade will be determined based on the following components:

- Research Proposal
- Literature Review
- First Draft
- Final Paper

Attendance and Class Participation

Class will be every fortnight. Attendance will be taken at the beginning of every class period. Lateness will negatively impact your grade. We expect that you will actively participate in class. Any unexcused absence will result in a penalty of 5%. Additionally, late journals/papers will be marked down 5% after the first day and 1% everyday afterwards. NO coursework will be accepted after the last day of class.

Academic Dishonesty

Plagiarism is a serious offense. All work that you submit in this class must be your own. Any work that you submit in this class is presumed to be your original work that has not been previously submitted for credit in another course unless you obtain prior approval from the Academic advisor. Each student is responsible for being familiar with the University of Botswana policies on academic dishonesty. Any student engaging in academic dishonesty in this course will receive a 0 on the assignment in question. In more severe cases, the student will be expelled from the program.



Weekly Schedule (class is once every other week)

Week 1	Internship placement site visits
Week 2	Internship begin
Week 3	Internship meeting Review internship syllabus, discussion on initial internship perceptions and expectations
Week 4	No Meeting Journal 1 due
Week 5	Internship Class Meeting Journal 2 due Internship Agreement due Readings: <ul style="list-style-type: none">• Berardo, Kate. "Ten Strategies for Success Abroad." <i>Culturocity.com</i>. 2003, 2004.." http://www.culturocity.com/articles/Ten%20Strategies%20for%20Success%20Abroad.htm
Week 6	No Meeting Student does preliminary reading, narrows the research topic and research questions Paper Topic Due Journal 3 due Mid-Semester Break
Week 7	Internship Class meeting Student and advisor agree on a general research topic and identify preliminary research questions Journal 4 due Readings: <ul style="list-style-type: none">• Berardo, Kate. "Ten Strategies for Overcoming Language Barriers." <i>Culturocity.com</i>. 2007. http://www.culturocity.com/articles/Ten%20Strategies%20for%20Effective%20Communication.htm
Week 8 Mar 18 - 24	No Meetings Journal 5 due



Week 9

**Internship Meeting
Mid-Semester Check-ins**

Students continue literature review and other research

Journal 6 Due

Readings:

- Payne, Neil. "Ten Tips for Effective Cross-Cultural Communication." *Culturocity.com*. 2004.
<http://www.culturocity.com/articles/cross-culturalcommunication.htm>

Week 10

No Meeting

Student submits to the advisor for approval a specific research plan that identifies both final research questions and research methodology

More Detailed Research Proposal due

Journal 7 due

Readings:

- "Hofstede's Cultural Dimensions: Understanding Workplace Values Around the World." *Mindtools.com*.
http://www.mindtools.com/pages/article/newLDR_66.htm

Week 11

**Internship Meeting
Literature Review Due**

Journal 8 due

Readings:

- "The Seven Dimensions of Culture: Understanding and Managing Cultural Differences." *Mindtools.com*.
<http://www.mindtools.com/pages/article/seven-dimensions.htm>

Week 12

No Meetings

Continue research and write first draft

Journal 9 Due

Week 13

**Internship Meeting
Journal 10**

First draft due

Readings:

- "Hofstede's Cultural Dimensions: Understanding Workplace Values around the World." *Mindtools.com*.
http://www.mindtools.com/pages/article/newLDR_66.htm



Week 14	No Meeting Get comments from academic advisor on draft to edit
Week 15	Internship Meeting Internship Oral Presentation Reflections on total time at internship
Week 16	No Meeting Final Assignment Due Final Week Examination Period

Suggested Readings

Berardo, Kate. "Ten Strategies for Success Abroad." *Culturocity.com*. 2003, 2004.
<http://www.culturocity.com/articles/Ten%20Strategies%20for%20Success%20Abroad.htm>

Cross-cultural communication - <http://www.culturocity.com/articles/cross-culturalcommunication.htm>

Strategies for overcoming language barriers -
<http://www.culturocity.com/articles/Ten%20Strategies%20for%20Effective%20Communication.htm>

Hofstede's Cultural Dimensions (understanding workplace values around the world) -
http://www.mindtools.com/pages/article/newLDR_66.htm

Trompenaars and Hampden-Turner's Seven Dimensions of Culture -
<http://www.mindtools.com/pages/article/seven-dimensions.htm>