



## **CIEE 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 2020

### **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:	25%
4. Final Assignment:	50%

### **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@cieee.org] and academic advisor [bmaposa@cieee.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)**

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



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

**Week 8**

**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](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**



<b>Week 13</b>	<b>Internship Meeting</b> <b>Journal 10</b> <b>First draft due</b> <u>Readings:</u> <ul style="list-style-type: none"><li>• “Hofstede’s Cultural Dimensions: Understanding Workplace Values around the World.” <i>Mindtools.com</i>. <a href="http://www.mindtools.com/pages/article/newLDR_66.htm">http://www.mindtools.com/pages/article/newLDR_66.htm</a></li></ul>
<b>Week 14</b>	<b>No Meeting</b> Get comments from academic advisor on draft to edit
<b>Week 15</b>	<b>Internship Meeting</b> <b>Internship Oral Presentation</b> Reflections on total time at internship
<b>Week 16</b>	<b>No Meeting</b>
<b>Week 17</b>	Final Week Examination Period Final Assignment Due

### **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](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>