



CIEE Global Institute – Shanghai

Course name:	Organizational Internship
Course number:	INSH 3003 SACS
Programs offering course:	Shanghai Accelerated Chinese Language, Shanghai Business, Language and Culture, Shanghai China in a Global Context
Language of instruction:	English
U.S. Semester Credits:	3 semester/4.5 quarter hours
Contact Hours:	45
Term:	Spring 2020

Course Description

This internship class is comprised in two parts. The first part is to find students an internship job in China. The second part is the lecture taught in the class related to students' career planning.

Finding an internship job for the students is challenging and not guaranteed. It depends on the opportunity provided by the sponsors and the efforts put in by the students. This internship program has been successful in placing students with sponsors every semester. However, to ensure the success of this internship program, students will only be allowed to continue in the class if an internship is secured before the semester begins.

Learning Objectives

Students are expected to actively participating in the interviewing process which can be extensive and stressful. However, the faculty will assist the students in every possible way to secure a position. Since the students must proactively to seek an offer and to keep the job once secured, we strongly recommend only serious contenders participate in this internship program.

The lecture will include practical cases and pertinent subjects in the career planning process. Students are taught to establish career planning strategy throughout their life time from the moment of college graduation. Students are expected to actively participate in these lectures to share their internship experience and learn from their peers to enhance their own fundamental skills at work.

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.

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 9 weeks is scheduled totaling 126 hours.



Assessment and Final Grade

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

Course Requirements

- Internship project report I- mid-term- A report is to be prepared before the midterm semester on the process of interview, company background, products, services and projects assigned.
- Internship project report II- final – A final report is to be prepared for new projects assigned at work after the midterm, summary of experiences learned, and what the student would have done differently given the opportunity to start over.
- Time sheet/journals- Students are expected to prepare ten weekly time sheets on templates established by this class. In the time sheets, a brief description of the work performed and the number of hours worked. Time sheets should be signed by the supervisor and submitted to this class weekly.
- Mentor Agreement- This agreement between the student and the sponsor must be prepared and signed by both parties. The agreement includes the work time schedule and the scope of work for the internship.
- Mentor's Evaluation – This is the performance review by the sponsor. This form must be prepared by the Mentor and signed by the Mentor. A list of criteria evaluating the intern's performance is provided in the form. Both numerical and verbal evaluation in the form will be considered for student's grade.
- Participation-Credit will be given for active participation in the class.

Weekly Schedule

Week 1

Orientation

Description of content: 2 hours class meeting that includes an Introduction of the course syllabus, review each student's internship position, overview of each sponsor Company, analysis of the Job search and interview process. Review the grading process, paperwork documentation for the class, and the deadlines for each project in the class.

Week 2

Career planning

Description of content: 2 hours class meeting include the strategic planning for students' career, elements to succeed at work, tactics to build the fundamental skills at work, emphasis in deciding the career objective early on, how to keep the job, building net worth, exit plan for retirement.



Week 3

Fundamental work skills

Description of content: This lecture includes resume writing/refinement, improve interview skills, office politics, when to find another job, when to ask for a raise, and how to get promoted.

Week 4

16 hours work

Week 5

Midterm review

Description of content: This midterm review includes work in process and status of the students' internship. Will ask the students to share their experiences at work. Discuss issues and problems at work and seek recommendations advice from each other.

Midterm report due (3-5 pages)

16 hours work

Week 6

16 hours internship site

Week 7

16 hours internship site

Week 8

16 hours internship site

Week 9

16 hours internship site

Week 10

2 hours Field trip- NIKE – review of all time sheets/mentor agreement. /mentor evaluation

16 hours internship site

Week 11

2 hours -Mentor evaluation form due

16 hours internship site-Final report due (3-5 pages) Last Day of Internship Class

Week 12

What opportunities for you in China

Description of content: This last lecture includes industries possible for investment or a start up in China. Presentation will include how to apply for business license, establish bank accounts, and setting up a new company in China.



Final Report due.

Course Materials

Readings

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

Online Resources

www.charlesmo.com