CIEE in Prague, Czech Republic

Course title: Internship: Work Experience and Seminar
Course code: INSH 3003 PRAG
Programs offering course: CNMJ, CES
Language of instruction: English
U.S. Semester Credits: 3
Contact Hours: 15 hours class time (+ 100 hours at work placement)
Term: Spring 2019

Course Description

The Council on International Educational Exchange offers an internship opportunity for its students of the Central European Studies Program and the Communications, New Media, and Journalism Program. This internship opportunity reflects the current global trends in employability of graduate students and responds to the needs of multicultural societies: the need to provide young people with study abroad experience complemented with an intercultural professional practice so that they can become global citizens and leaders in their communities as well. The Internship course provides students with a significant on-site work experience, both in terms of time spent and the tasks completed under the guidance of their mentors.

The aim of the seminar is to develop their personal, interpersonal and intercultural competences in order to maximize the gains from their internship placements. Furthermore, it broadens students’ perspectives of their international professional experience through a series of guided discussions, a professional journal, a final project and presentations. The seminar helps students to evaluate and enhance their development in the workplace during their on-site work experience. Students will explore and understand major professionally-related topics such as organization theory and develop their intercultural skills through interactive workshops and reflection of their work experience in the host culture.

Learning Objectives

By the end of the course, the student should:

- Produce a record of his or her development through the process of writing and critically thinking about the internship experience through reflective journal,
- Develop a better understanding of the factors that influence successful cross-cultural communication and working with people from other backgrounds and culture,
- Relate the internship experience to lifelong learning and career development, and
- Demonstrate expertise and creative thinking on a specific topic related to the internship.

Course prerequisites

N/A
Methods of instruction
The course instructor is also a facilitator who uses his/her knowledge of how people learn to create an active environment that embraces students’ unique learning styles and prior knowledge. The course instructor engage the students in taking charge of their learning and professional development. The methods used in this class include small group discussions, peer-to-peer reviews, questioning techniques, coaching, case studies and guest lectures.

Assessment and Final Grade
The evaluation of the student will be based on the following criteria:

<table>
<thead>
<tr>
<th>Assignment Description</th>
<th>Percentage Value</th>
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<tbody>
<tr>
<td>On the job performance</td>
<td>20 %</td>
</tr>
<tr>
<td>Assignments</td>
<td>20 %</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>20 %</td>
</tr>
<tr>
<td>Final project</td>
<td>20 %</td>
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<tr>
<td>Class participation</td>
<td>20 %</td>
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COURSE REQUIREMENTS
On the job performance
Each student spend 100 to 120 hours at the internship and is responsible for documenting the attendance at the placement site. Attendance sheets are required and it is the responsibility of the student to submit a time sheet to the CIEE placement team at the end of the semester. Each internship mentor will submit standard written evaluation form at the conclusion of the placement to reflect each student’s performance, attendance and initiative. This feedback will reflect specific goals of each individual placement and will be incorporated into the student coursework assessment.

Following the CIEE general attendance policy, excessive absenteeism at the internship will result in a reduction of the final grade. Missing more than 10% of the minimum required hours (100) will lower the final grade by 10%. Missing more than 20% of the minimum required hours will lead to a course failure, and potential program dismissal.

Assignments
JOURNALS
Journal entries contain confidential information that is shared between the student and the course instructor. Writing 6 entries per semester, the process helps students develop written communication skills, organize their thinking around their internship experiences, reflect on their work and personal development throughout the semester.

PAPERS
Students submit at least one reaction paper on the guest lecture/business visit and or an academic paper comparing local observations with global trends.

Late submission of assignments in Canvas will result in lowering the grade of each assignment by 5%.

**Oral presentation**
Students prepare a presentation about their placement and present in front of the class. Using audiovisual material is required (PowerPoint, Prezi).

**Final Project**
Based on their placement students choose from three options to complete this assignment:

A. **Research paper** - Students who pursue this option for the final project write a research paper (or a comparative study), where the primary sources are the intern’s firsthand experiences with the topic/content area during the internship.

CIEE course instructor may identify another qualified individual to play the role as an Academic Internship Advisor for the research paper. Academic advising is a process in which students seek and receive guidance with completing the final internship project in which the advisor has the expertise.

**Formal requirements for the paper:**
- 2,000-2,500 words, 2.5 cm margins, Arial 12-point font, double spaced.
- Include at least 3 academic resources to support your argumentation.
- Use one of the most common styles for citation: MLA or APA.

B. **Multimedia project** - Students who pursue this option for the final project produce a multimedia project for which they develop a clear focus. The objective and purpose of the multimedia project must be explained in the proposal.

Based on the goal of the multimedia project, students typically produce:
- Promotional video of the company or their products/services.
- Video that captures the student’s internship experience and „lessons learned“.
- Artistic video and sound relevant to the internship (suitable for art internships).

In addition to creating the actual multimedia project, students must write a paper (1,250-1,500 words) explaining the process of creating the project, how the content relates to their internship, how it contributes to the company and anything else that is relevant (especially anything that is different, innovative or unusual).
Formal requirements for the multimedia project

- The multimedia project should be 2-4 minutes long.
- Ensure sufficient quality of the sound and image.
- To add a personal component to your project, you may decide to upload your own video files in formats such as .mpeg, .wmv, or .avi from cameras like an iPod Touch® or Flip®.
- Format for the written part: 1,250-1,500 words, 2.5 cm margins, Arial 12-point font, double spaced.
- Upload in Canvas or send a Youtube/Vimeo link.

Before you begin working on the multimedia project, it is important to make sure you have the necessary tools and equipment to pursue this option for the final project.

C. Professional online portfolio - Students who pursue this option for the final project create professional online portfolio as a selective collection of documents or materials to demonstrate growth, development, and acquisition of knowledge and skills over the course of the internship. Students can create a separate portfolio to display the internship experience or incorporate the internship experience into already existing portfolio. Students must remember that in order to create a successful portfolio, they must be simplistic, focused on objectives, and include accomplishments.

Each Portfolio Must Contain the Following Sections and Materials:

- Title Page
- Current Resume
- Company overview
- Captioned Artifacts
- Summary Statement or any other relevant content

In addition to the portfolio content, students must write a paper (1,250-1,500 words) in which they explain the process of creating this portfolio (provide the reader with a clear rationale for why you have organized and presented your portfolio in the way that you have), what have you learned, describe the captioned artifacts, how are you planning to use the portfolio in the future, and any other information relevant to the internship experience.

Students will present their final projects in class during the final week.

CIIE Prague Class Participation Policy

Assessment of students’ participation in class is an inherent component of the course grade. Participation is valued as meaningful contribution in the digital and tangible classroom, utilizing the resources and materials presented to students as part of the course. Students are required to
actively, meaningfully and thoughtfully contribute to class discussions and all types of in-class activities throughout the duration of the class. Meaningful contribution requires students to be prepared, as directed, in advance of each class session. This includes valued or informed engagement in, for example, small group discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities.

Students are responsible for following the course content and are expected to ask clarification questions if they cannot follow the instructor’s or other students’ line of thought or argumentation.

The use of electronic devices is only allowed for computer-based in-class tests, assignments and other tasks specifically assigned by the course instructor. Students are expected to take notes by hand unless the student is entitled to the use of computer due to his/her academic accommodations. In such cases the student is required to submit an official letter issued by his/her home institution specifying the extent of academic accommodations.

Class participation also includes students’ active participation in Canvas discussions and other additional tasks related to the course content as specified by the instructor.

Students will receive a partial participation grade every three weeks.

**CIEE Prague Attendance Policy**

*Regular class attendance is required throughout the program, and all unexcused absences will result in a lower participation grade for any affected CIEE course.* Attendance policies also apply to any required co-curricular class excursions or events, as well as Internship.

Excessively tardy (over 15 minutes late) students will be marked absent.

Persistent absenteeism (students with unexcused absences exceeding 10% of the total course hours, or violations of the attendance policy in more than one class) will result in a written warning and a possible notification to the student’s home school.

Unexcused absences will lead to the following penalties:

<table>
<thead>
<tr>
<th>Percentage of the Total Course Hours Missed</th>
<th>Equivalent Number of 90-minute / 180-minute Semester Classes</th>
<th>Minimum Penalty</th>
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</thead>
<tbody>
<tr>
<td>up to 10%</td>
<td>two 90-minute classes</td>
<td>participation grade affected as per class requirements</td>
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<tr>
<td></td>
<td>one 180-minute class</td>
<td></td>
</tr>
<tr>
<td>10–20%</td>
<td>three to four 90-minute classes</td>
<td>participation grade affected as per class requirements; written warning</td>
</tr>
<tr>
<td></td>
<td>two 180-minute class</td>
<td></td>
</tr>
<tr>
<td>more than 20% attendance</td>
<td>five 90-minute classes</td>
<td>three 180-minute classes</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTICE:** Missing more than 20% of the TOTAL class hours (excused and unexcused combined) will lead to a course failure, and potential program dismissal.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.

If missing a class,
- students are responsible for any material covered in class during their absence.
- students will only be entitled to a make-up assignment, test, exam or delivering his/her presentation if the absence is excused by the Student Services Coordinator (SSC).

An absence in a CIEE course will only be excused provided the two below conditions have been met:
- The reason for missing a class is of a serious medical nature that could not be treated outside of the student’s course hours, 
  AND
- the student submitted a local doctor’s note within 24 hours from the class missed. Doctor’s notes may be submitted via e-mail or phone (a scan or photograph are acceptable), however, the student must ensure that the note is delivered to the SSC.

Should a truly extraordinary situation arise, the student must contact the SSC immediately. The SSC decides the course of action for all absence cases that are not straightforward. Always contact the SSC with any inquiry about potential absence(s) and the nature thereof.

**Personal travel** (including flight delays and cancelled flights), handling passport and other document replacements, interviews, volunteering and other similar situations are not considered justifiable reasons for missing class and absences incurred in this way will not be excused.

Course attendance is recorded on individual Canvas Course Sites. Students are responsible for checking their attendance on a weekly basis to ensure the correctness of the records. In case of discrepancies, students are required to contact the SSC within one week of the discrepancy date to have it corrected. Later claims will not be considered.

CIEE staff does not directly manage absences at FAMU and ECES, but they have similar attendance policies and attendance is monitored there. Grade penalties may result from excessive absences.

**CIEE Academic Honesty Statement**
Presenting work of another person as one’s own, failure to acknowledge all sources used, using unauthorized assistance on exams, submitting the same paper in two classes, or submitting work one has already received credit for at another institution in order to fulfill CIEE course requirements is not tolerated. The penalty ranges from failure in the course to dismissal from the program. The Academic Director should be consulted and involved in decision making in every case of a possible violation of academic honesty.

**Weekly Schedule**

**Week 0: Theme: Intro to internships in CZ**
- Info about the placement process and companies.
- Preparing for the interviews in host country (dress code, punctuality, typical questions, interview environment, etc.).

**Week 1: Theme: Framing the experience: Making the most of your internship**
- Managing expectations.
- Developing learning objectives (S.M.A.R.T. approach).
- Developmental stages of an internship.

Readings/Assignments due:
- Journal #1.

**Week 3: Theme: How culture affect business**
- Different communication and leadership styles.
- Organizational behaviour and culture.

Readings/Assignments due:
- Seminar Learning Contract.
- Journal #2.

**Week 5: Dealing with common workplace issues**
- Ethical dilemmas at work.
- Providing feedback.
- Midterm internship reviews.

Readings/Assignments due:
- Journal #3.
Week 7
  • Student presentations.

Readings/Assignments due:
  • Final project proposal.
  • Journal #4.

Week 9
  • Guest lecture on current trends / Business visit (TBA).

Readings/Assignments due:
  • Journal #5.

Week 11: Demonstrate proficiency in professional development skills
  • Recognizing transferable skills from abroad.
  • Résumé building.

Readings/Assignments due:
  • Matherly, C. (n.d.).
  • British Council (2013).
  • Reaction paper.

Week 13: Theme: Final closure and evaluation
  • Final projects presentations.
  • Final internship evaluations.

Assignments due:
  • Time sheets.
  • Final project.
Course Materials

Readings


