CIEE in Amman, Jordan

Course name: Organizational Internship
Course number: INSH 3801 AMJO
Programs offering course: Middle Eastern Studies
Language of instruction: English
U.S. Semester Credits: 3
Contact Hours: 130 internship hours PLUS 12hrs class/site visits.
Term: Spring 2019

Course Description

The Internship Program gives students hands-on experience with local, regional or international organizations and businesses within the Jordanian context. Students will be exposed to the complex developmental, social, political and business fabric of Jordan and will gain valuable work experience. The objective of this course is for students to place their work experience into the broader context of professional development and development in Jordan.

Learning Objectives
The key objectives are for students to acquire experience and knowledge regarding:

**Practicum:**
- Experience a new/different cultural environment and work context that is different from previous job experiences in their home country
- Exposure to grass-root practicalities of Jordan, each in the field of their host institution.

**Companion course:**
- Gain best practices to adjust, comprehend and overcome challenges at the new work environment.
- Explore topics related to professional development, development and aid cycle in Jordan.
- Acquire and experience report writing and presentation skills.

Course Prerequisites
Students must apply for and be accepted to do an internship with an organization. CIEE pre-approved list will be provided to students during the orientation week. Students are required to contact course instructors should they secure an internship with an organization that is not listed.

Methods of Instruction
The main part of the course is the practicum, which is monitored by the CIEE instructors through office hours, check-ins and follow up with the internship on-site supervisor. Students are encouraged to consult with the instructors regarding issues or concern related to the internship. In addition, the class meets bi-weekly for guest lecturers, planned site visits and discussions on topics related to development in Jordan and international careers. The guest lecturers are presented through panel discussions on related topics. The site visits are put together to provide a practical insight into donor/host organizations and their efforts put to support Jordan.

Notes:
1- Guest speakers and site visits will be announced upon confirmations from the host/guest.
2- Readings are shared with students using box.com
3- Students are required to check their emails regularly for updates.

Assessment and Final Grade
1. Internship performance as per written evaluation of internship supervisor 40%

(Student is responsible for making sure supervisor submits evaluation)
2. Reflective journals 20%
3. Class participation, attendance and one-on-one check in 05%
4. Final project presentation 15%
5. Final report 20%

Course Requirements
Internship – minimum 11 hours/week for the semester. Students should keep their own log of hours worked for verification by their internship supervisor at the end of the semester. Students are also required to obtain from their supervisor an internship evaluation, which will be sent to each supervisor by CIEE before the end of the semester. It is the student’s responsibility to make sure that their on-site supervisors have submitted their evaluation

Journals/prompts: Over the course of the semester, prompts will be initiated by the course lecturer. These prompts are meant to trigger a thoughtful reflection on a relative work experience, class reading or a site-visit. The journal should be a maximum of 1000 words (Double spaced).

Final report: maximum 3500 words report on organizational development plan – this paper is written as a professional report outlining the development plan of the Non-Governmental Organization (NGO) you are planning to start in Jordan. This NGO can be an international, national or royal NGO that is working on an issue/s related to development. The idea of the NGO can be related your internship or your interest: i.e., water, environment, health, adolescent empowerment, business development, economic development, etc. The instructors must agree to the group idea before developing the plan and will provide a step-by-step guidelines and guidance on the final project and paper. The final report should not exceed 3500 words of content (also double spaced – Executive Summery to conclusion)

Attendance and Class Participation
✓ Attendance will be taken regularly. After your second absence you will lose 5% from your final grade per absence.
Late Assignments
- Late assignments with fixed due dates will be docked 10 per cent per day they are late.
- No assignments will be accepted after December 19th.
- Plagiarism and/or cheating will be documented and result in an automatic zero for the exam/assignment in question. Depending on the nature of the case, instances of plagiarism and/or cheating may be reported with documentation to your home institution. What constitutes plagiarism is covered extensively in the Participant Contract that you signed to become a CIEE participant. Please refer to a copy of that document for more details.

Readings
Background readings are noted for the specific classes below. It mainly includes reviewing websites and related reports for specific development projects. For the report assignments, students are expected to review the detailed assignment, two papers on writing reports/case studies, and sample case studies – all uploaded on (box.com). It is also recommended that student read the Jordan Times http://jordantimes.com/ daily to keep up with current events and key issues of interest to Jordanians.

Weekly Schedule
Week 1: Introduction to the Internship course
- Review of syllabus
- Discuss expectations
- Check-in regarding placements

Week 4: Experiences of Working in Jordan
Alumni Panel: Panel of CIEE Amman Study Center alumni will talk about their experiences in Jordan and how they made it back to Amman!
Reading
- The Handbook for a successful internship

Week 6: Introductions to Organizational Development Plan
Description of components, expectations, and important deadlines
- Organize yourselves in a group of 2-3
- Come prepared with a new idea for a non-profit organization.

Reading:
- Sustainable Development Goals
http://www.unpd.org/content/dam/unpd/library/corporate/brochure/SDGs_Booklet_Web_En.pdf
Journal Response Due (9PM)
Week 8: (Donors vs. Recipient and Development)
Guest Speaker: NGOs, funding dynamics, trends, and donor agencies
This class will address issues related to types of project, fields that matters to donors, funding, NGOs and challenges in the application and following up process, and more.

**Readings:**


Week 10: (Donors vs. Recipient and Development)
Site visit: class visit for Collateral Repair Project

**Reading:**
- **The Syrian refugee issue in light of other refugee issues in Jordan:**

- **On university degrees interrupted by war:**

http://www.ottomanhistorypodcast.com/2014/10/syrian-university-students.html
- **Syrian Refugees Living Outside Camps in Jordan**

http://www.unhcr.org/urban/

**Journal Response Due (9PM)**

Week 12: (Donors vs. Recipient and Development)
Site visit: USAID Mission, Amman
Meeting and departure from CIEE Study Center (TBA)

**Readings:**
- **The Foreign Affairs Budget, by the Project on the Middle East Democracy.**

- **Jordan; Country Development Cooperation Strategy 2013 – 2017**

- Ministry of Planning: Jordan’s Foreign Aid Reports

Week 14: Discussion: Development in Jordan, where to?

Readings:
- Jordan is Sliding Toward Insolvency by Kirk H. Sowell: http://carnegieendowment.org/sada/63061

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