GE 298 – *Global Experiences International Internship*

Virtual Internship (3 credit hours)

Term:	Summer 2020
Dates:	June 15 (Mon) - August 7 (Fri)
Location:	Virtual/Worldwide
Instructor:	To be assigned
Instructor email:	To be assigned

3-credit course requirements
- Total of 200-320 hours worked at your internship placement (8 weeks, for 25 to 40 hours a week, unless otherwise arranged by GE and your home institution, or with your employer)
- Submit logs of your hours and tasks
- Journal assignments
- Final paper and supporting documents

COURSE PLATFORM
This course is delivered online via the Global Experiences Moodle site:
https://global-experiences.moodle.school/

Prior to the start of your program you will be enrolled in the course by Global Experiences staff. All interns will have a separate login and password. Your assignments will be posted online along with a copy of this syllabus. All assignments must be submitted through the Moodle platform by the due date in order to receive full credit. Submissions are time stamped and late assignments are subject to a reduction in points.

COURSE OVERVIEW
Students will engage in a remote work experience with organizations in business, industry, government, not-for-profit, or education. The experience is designed to be relevant to the student's academic pursuits, personal development, and professional preparation.

The internship provides students with the opportunity to gain experience through telecommuting and to translate classroom learning into practice. The internship is a substantive career development experience. It can be paid or unpaid with the intent of the experience being for the student to be exposed to business ideas and concepts while being mentored. Doing analysis, contributing to decisions, and communicating meaningful ideas should form the bulk of the work, although some low skill work (for example, data entry and making phone calls) can be a part of the assignment. At the end of the internship experience, students will be able to reflect on their personal and professional growth and begin seeing themselves on their career path.

While every internship is different, Global Experiences (GE) has adopted the internship definition recommended by the National Association of Colleges and Employers (NACE.) The criteria are as follows:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. The experienced supervisor will provide routine feedback.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Students are expected to dress, behave, and present themselves professionally throughout their virtual internship assignment and adhere to the agreed-upon virtual internship standards and requirements as described by GE and the host organizations.

COURSE OBJECTIVES

Through a highly customized virtual international internship, the student will develop their own professional abilities and digital literacy, draw on their CliftonStrengths attributes to navigate their assigned duties, and cultivate an understanding of globalized business norms and remote work.

Interns may be tasked with a variety of projects or presentations. Students will utilize Gallup coaching, mentoring, and reflective exercises to develop their professional skills and industry knowledge.

This will be an applied learning experience. Virtual internships will require students to continually assess and interpret different styles and methods of work and communication, industry methods, use of technology, globalization, and cultural approaches to their chosen profession.

Students will gain self-awareness of their own Strengths, have developed an intercultural understanding of international work culture, gained professional work experience, and completed career communication essentials, such as developing an online LinkedIn profile, interview skills, and networking opportunities.

LEARNING OUTCOMES

At the completion of this course students will be able to:

● Identify and apply their own Strengths to work better individually and as a team.
● Gain meaningful professional work experience in a remote work setting.
● Develop and use written and spoken language skills effectively across cultures and digital platforms.
● Reflect and evaluate their personal and professional growth during their virtual international internship.

ASSESSMENT: *Details on assignments and course schedule are listed below*

- **20% -** Active Participation: Success in this course depends on timely completion of assignments, which should be loaded into Moodle at the assigned time, responsiveness to the instructor, and active participation in online posts. Both the quality and quantity of active participation is assessed.
- **20% -** Reflective Journals & Hourly Logs.
- **30% -** Feedback received from your host employer during the virtual site visit, as well as an online final evaluation. This feedback relates to your job performance in your placement.
- **30% -** Final project and all related components.

ASSIGNMENTS

This course is delivered online via the Global Experiences Moodle site: https://global-experiences.moodle.school/

All assignments must be submitted through the Moodle platform. Each intern has a login and password.

All assignments should be submitted to the instructor by close of business, local time, on the due date. Any technological issues must be communicated to the instructor when they occur. Submission guidelines for Interactive Tasks will be arranged with the instructor based on the assigned task.

Preferred format for journal assignments: .doc (Word), .pdf (Adobe), .pages (Mac), or Google doc

Preferred format for weekly logs: .xls (Word), .pdf (Adobe), .numbers (Mac), or Google sheet

Please consult the course schedule below for assignment deadlines. Any assignments submitted late will lose points. If the final assignment is past due, 10 points will be deducted each week the final assignment is late.

JOURNAL ENTRIES

These submissions are intended to be reflective in nature, and often combine a reading and your personal experience in the virtual internship. A successful journal entry has a minimum of 500 words, few spelling / grammatical errors, and helps the instructor assess your observations of your host company, remote work and your personal internship experience. If you are citing an article, please be sure to include the link for reference.

- **Journal 1:** *Reflecting on the 6 Steps of Teleworking*

    Using the checklist provided in the "How to successfully be a remote intern…" video training, briefly describe how you have approached each of the 6 steps in preparation for your virtual international internship. This is a great chance to think about how to organize your Log of Hours!

- **Journal 2:** *General Business Culture & Globalization*

Respond to the Forbes article, "How to Succeed in a Cross-Cultural Workplace," linked below, and comment on your own experience in relation to the article. https://www.forbes.com/sites/dorieclark/2014/06/19/how-to-succeed-in-a-cross-cultural-workplace/#2e1b1887c972

- **Journal 3:** *Reflecting on Your Strengths*

  Have you thought about your top five Strengths, as defined by Gallup? It has been a long time since your coaching call, but now is the time to reflect. Are you using your Strengths in your daily work? Which ones? How are you using them?

  Choose a recent blog from Gallup at the link below to add to your reflection, and understanding of your Strengths. https://www.gallup.com/topic/strengths_based_development.aspx

  Need a refresher on your Strengths? Check out these videos for each of the Strengths on the Gallup YouTube channel. https://www.youtube.com/playlist?list=PLxDaK7wIyw9609RQuIcVwcCtJ6j17hmO4

- **Journal 4:** *Industry Expectations*

  Create a SWOT analysis about your host company. Do some research on their industry in the global context. How do they compare to their competitors? Which parts of their professional network are international? Has your perception of the industry been solidified or changed through the internship experience?

- **Journal 5:** *Digital Literacy Reflection*

  How do you spend your day? What sort of tasks are you doing, or what kind of platforms are you learning? Consider a current project you're working on, or a platform you use in your office. Do you see the utility in your field? Have you worked with this before or is this a new skill for you? Share your progress on your project or platform and address the benefits and challenges of the work. Feel free to include an article on the topic to support your entry.

LOG OF HOURS

All students receiving academic credit must meet a minimum total of 200-320 hours worked at your internship placement (8 weeks, for 25 to 40 hours a week, unless otherwise arranged by GE and your home institution, or with your employer.)

These logs are for you to note your hours and dates worked, as well as detail on your tasks.

Please use the templates at the end of the syllabus to create your own log of hours. There is a sample Week 1 entry from one of our past students for you to view as an example in the first line. The logs are collected to not only help the instructor see what type of projects you're working on, but will also help you in the future when you describe the work you completed throughout your placement.

You will submit a log of hours at the end of the term, as noted in the course schedule. Any absences or changes to your work schedule must be noted. It may help to keep track of your work as you progress throughout the term, so don't leave it all until the end!

EMPLOYER EVALUATIONS

One component of your grade is feedback solicited from the supervisor at your host employer twice during your internship: once at the midpoint and once at the end of term.

GE staff will facilitate the midpoint virtual site visit, which includes you, your employer, and GE staff. You and your employer will answer a short list of questions related to your job performance in a virtual meeting. The results will be shared with your instructor.

At the end of term, a link to the Final Employer Evaluation survey will be sent to your employer from GE staff. Students are responsible for working with their supervisor to ensure timely submission of the final evaluation at the end of term. The results will be shared with your instructor.

You will be evaluated on your performance against the career readiness components established by the National Association of Colleges and Employers (NACE.) To read more about these competencies, visit the NACE website:
https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

FINAL ASSIGNMENT

Please be sure to include all four components below.

1. *Final Project:* The final project is designed to allow students to unpack each aspect of their remote internship experience and reflect on them individually. Complete the project by fulfilling 3 of the 6 tasks, which relate to each of the six steps of teleworking that you used to prepare for your internship.

Tasks 4 and 6 are required, therefore students can choose ONE of the other tasks to complete. Each task should be submitted separately on Moodle.

1. Your Space: draw, illustrate, or map out the working space you created for yourself - include a brief description about why and how you created these conditions
2. Your Time: create a daily/weekly schedule to show your available working hours and how you structured your daily routines, breaks, meals, and exercise
3. Your Communication: take the "Find your Communication Style" quiz and reflect on your communication skills during your internship (250-500 words)
4. **Your Projects:** submit your Log of Hours
5. Your Health: create an plan (workout regimen, meal plan, meditation schedule, et al.) that aims to maintain your physical and/or mental health during your remote work experience and reflect on your own health during your internship (100-200 words)

6. **Your Network**: schedule a time for a virtual coffee date or phone call with someone in your host company (preferably one you did not work with regularly) - prepare a few questions (3-5) and transcribe a brief interview with them about their career, industry, profession, for advice, et al.

2. *LinkedIn profile* – Update your Linkedin profile to include the internship! Be sure to include not only the location, position, and company details but also a bit about your tasks.

3. *Thank you letter* – Whether by email or handwritten thank you note to your employer, please write the text in your final assignment document.

4. *Updated copy of resume* – Update your resume to include the internship! Be sure to include not only the location, position, and company details but also a bit about your tasks.

ACADEMIC INTEGRITY

The integrity of the learning process is dependent upon an accepted code of academic honesty. Academic honesty can mean many things including not cheating on tests and quizzes, correctly citing sources in written papers, handing in one's own work not that of another student, not faking illness to get out of class, etc. Course instructors have considerable flexibility as to how to handle instances of academic dishonesty. In this course, if the instructor concludes that an assessment instrument does NOT represent the true work of the student, the student will receive a zero (0) for that instrument. If it happens twice, the student will receive an F for the course.

FINAL GRADES & TRANSCRIPTS

Upon successful completion of the course, Global Experiences will post grades to Fairfield University, our School of Record who is responsible for issuing transcripts. Grades are posted at the close of the term, and are typically processed within four weeks. For transcripts, it can take up to 8 weeks for the transcripts to be processed and sent to the Registrar's Office at your home institution. Your transcript will travel from Registrar to Registrar, unless otherwise specified by you or your study abroad office.

Schedule of Assignments

Number of Credits: 3
Program Dates: June 15, 2020 - August 7, 2020

Week	Dates	Task / Assignment	Details
1	June 15-19	1st journal entry is due Transcript request form due	*Journal Prompt: Reflecting on the 6 Steps of Teleworking* *The transcript request form is required. Find it on Moodle - download, sign, and upload a signed copy.*
2	June 22-26	2nd journal entry is due	*Journal Prompt: General Business Culture & Globalization*
3	June 29-July 3	*No assignments due this week. Consider updating your Log of Hours.*	
4	July 6-10	3rd journal entry is due	*Journal Prompt: Reflecting on Your Strengths*
5	July 13-17	*No assignments due this week. Consider starting your final project.*	
6	July 20-24	4th journal entry is due	*Journal Prompt: Industry Expectations*
7	July 27-31	5th journal entry is due	*Journal Prompt: Digital Literacy Reflection*
8	August 3-7	All Final Assignments Due	Submit all four components of the final assignment by the due date: 1. Final Project 2. LinkedIn Profile 3. Thank You Letter 4. Updated Resume

TEMPLATE - Log of Hours

Week	Dates Worked	# of Hours Worked	Work Completed Description
Sample Week 1	*June 15-19*	*32*	*Project / Task: Listened in on conference calls to get acquainted to team and current projects/overall goals; Set-up Quickbooks and began linking the app SalesForce to Quickbooks;* *Meetings: Jane (supervisor) check-in x 2, client meeting debrief about Polk project* *Goals for next week: Research stats on dyslexia and put together quotes from the three sponsored children;*
Week 1			Project / Task: Meetings: Goals for next week:
Week 2			Project / Task: Meetings: Goals for next week:
Week 3			Project / Task: Meetings: Goals for next week:
Week 4			Project / Task: Meetings: Goals for next week:
	Total Hours		
If you had any absences for illness or vacation, please note them with an explanation.			
Name:			
Host company:			