Course Description and Learning Objective

An international internship is an example of experiential learning that takes place in another country for a specified period of time. The internship may be a component of an established study abroad program, in conjunction with an inter-institutional student exchange agreement, or an independently arranged position.

Global Studies 489 is the course number for independently arranged international internships. It is mandatory that you meet with me, your internship instructor/advisor, to gain pre-approval of your Global Studies International Internship prior to registration. Most likely, if you have registered under this course number, you already have an offer for an internship in hand.

Global Studies 489 is a graded course that must be completed for 3 credits. All Global Studies internships must be completed at a location outside of the U.S., concurrently with a study abroad or exchange semester, or during a summer term. Internships for academic credit must fulfill the minimum requirements listed below, and be arranged through the proper channels with the approval of the concerned parties and in compliance with the UW-System Health and Safety Guidelines.

As the Global Studies International Internship Advisor/Instructor, it is my role to:

- Provide guidance as you research, apply for, and hopefully, receive an offer for an international internship. Ultimately, however, you are responsible for securing your own internship: the Global Studies program office at the Center for International Education does not provide internship placement services.
- Act as liaison with the Study Abroad office regarding your internship experience, when necessary. Note that you must apply for Study Abroad, pay the required fees, and complete the Study Abroad Orientation (you can do this in person or online).
- Approve the learning goals for your internship, which you will draft as one of your graded assignments (please see below).
- Assess your performance in meeting your stated learning goals, by reviewing your D2L postings, internship portfolio and your on-site supervisor’s evaluation of your work.
- Help you work through any challenges you may experience during your internship, to the best of my ability working from a distance, and taking any language barriers into account.

Your learning objective for your Global Studies internship is to evaluate your independently conceived learning goals and apply cross-cultural work experiences to your future global career.
Hours Required

Semester internships:
3 credits = 10-15 hours/week at the placement
160-240 total hours over a 16-week semester

Summer internships:
3 credits at a full-time placement = 40 hours/week for four weeks (160 total hours); 40 hours/week for six weeks (240 total hours)
3 credits at a part-time placement = 26 hours/week for six weeks (160 total hours); 24 hours/week for 10 weeks (240 total hours)

Note that you cannot work more than 40 hours per week in any internship; therefore, internships cannot be less than four weeks.

Assignments and Grades

Your grade will be based on:

1. Completion of Internship Learning Goals, including signature approval (100 points or 20% of your grade)
2. Completion of Internship Placement Assignment (50 points or 10% of your grade)
3. Online Postings on D2L (75 points or 15% of your grade)
4. Internship Portfolio (200 points or 40% of your grade)
5. On-Site Supervisor Evaluation (75 points or 15% of your grade)

Please carefully review the grading rubric at the end of this syllabus, as it provides a very clear explanation of my expectations for your work in this course.

Internship Learning Goals

Developing internship learning goals should be a collaborative process resulting in outcomes that meet your needs, those of your on-site supervisor and the sponsoring organization. Your internship learning goals can be viewed as falling within the following categories:

Skills goals: These are goals that develop your skills to be utilized during your internship and to transfer to future work settings. Some examples include critical thinking (e.g. synthesize and evaluate information from various sources), interpersonal communication, leadership, etc.

Knowledge goals: If you intend to gain knowledge that you can apply to your future academic coursework or independent research, you should state this.

Values goals: Think about the official mission or philosophy that guides the organization for which you will be an intern. Explain how you might use your internship to develop and/or deepen your sense of vocation, understanding of other cultures and your engagement as a global citizen.

Career/personal development goals: How could your internship impact your short- and long-term career plans? Think about your internship in relation to the education and professional development required for a career in this (or another) field.

You should include at least two goals under each of the categories above, if not more. Please be specific. For each of your goals, you should state an associated learning strategy that you plan to use to reach the goal. For example, you could create an
annotated bibliography describing at least five books or articles that relate to your knowledge learning goals.

In addition, note that your goals should be “SMART.” For the purpose of this internship course, this acronym stands for:

- **Specific** – While you may want to “make the world a better place” and that’s admirable, you need to explain in as much detail as possible how you can work towards this broader goal in your internship.
- **Measurable** – Consider how you will measure and track your progress.
- **Achievable** – You and the other parties in this internship (i.e. your internship instructor/advisor and your on-site supervisor) must agree that you have set goals you can reasonably achieve.
- **Relevant** – Ideally, your learning goals should be integrated with your Global Studies experiences thus far (i.e. coursework, study abroad) and your future academic and career goals.
- **Time-based** – Take into account the amount of time you will spend in your internship when developing your learning goals.

You can organize your learning goals document in the format you choose - grid/table, bullet-point or narrative format. At the bottom of your internship learning goals document, you should include a space for three signatures: yours, your internship instructor/advisor, and your on-site supervisor. Preferably, the internship learning goals will be reviewed and approved by your instructor/advisor before you begin your internship; you can review this document with your on-site supervisor once you have arrived at your internship destination. If after meeting with your on-site supervisor, you find that revisions are needed, please notify your internship instructor/advisor via email.

Your post-internship reflection paper or portfolio will be your opportunity to self-assess your achievement of your learning goals. Balancing your self-assessment, your D2L assignments and on-site supervisor evaluation will also be considered by the internship advisor/instructor to assess your overall achievement of your goals.

**Internship Placement Assignment**

Part of the internship experience itself is securing internship placement. Whether you have independently sought out placement, worked with a program provider or have secured placement through a university office abroad, the process can be much like applying for a job. In this assignment, outline what steps you’ve taken to secure your internship placement and identify three skills you have learned from the process that you can utilize for any future job search. You can organize this assignment in the format you choose - grid/table, bullet-point or narrative. If you choose a narrative it should be around 1-2 pages.

**Online Journal Postings on D2L**

The Global 489: Global Studies Internship D2L site will be used as the primary communication tool during your internship. The weekly required D2L postings will be your journal entries that you will later include in your internship portfolio. These can be written informally, and will be your record of projects you’ve worked on, challenges you’ve encountered, progress towards meeting your learning goals, etc. Please note that if multiple students are enrolled in Global 489 along with you, they will also be able to read your postings; privacy will not be ensured so you may want to take this into account when posting.
The D2L site will also be the repository of information and forms that you will need for your internship, e.g. course syllabus, on-site supervisor evaluation form, etc.

If you discover after you arrive at the internship site that you cannot access the D2L site due to technology limitations, please email me to let me know this, and we will arrange to complete assignments via email instead.

**Internship Portfolio**

Upon completion of your internship, you will be required to submit an internship portfolio. For internships completed this fall, the due date for your portfolio is **Monday, August 21, or two weeks after your return to the U.S., whichever is later.** Note that if your portfolio is submitted after August 21, I will enter an “incomplete” for your grade at the end of the term, and update it upon grading your portfolio.

I’d recommend that you organize your portfolio in a binder so that you can scan materials at a later date or you may also upload materials in the D2L dropbox. Please note that the binder and D2L dropbox are for storage only. **Your portfolio should be submitted as a single PDF document, and emailed to me (tbuss@uwm.edu).**

Physical binder portfolios can only be submitted by prior permission. Your internship portfolio should contain the following components, at the minimum:

- Title Page
- Table of Contents
- Signed ‘Student Consent to Use of Information, Waiver, and Release’ form
- Internship Learning Goals Document (signed)
- Weekly Journal Entries (these can be cut and pasted from your D2L site postings; or emails if D2L use is not possible at your internship site)
- Internship Sponsoring Organization Information, e.g. any brochures on the organization, organization’s mission, etc.
- At least three samples of your internship work product, e.g. memos or letters you wrote, marketing materials, project reports, etc.
- Completed/Signed On-site Supervisor Evaluation Form (available on D2L site)
- Letter of Recommendation from On-Site Supervisor or one of your other colleagues at the internship organization
- Internship Placement Assignment
- Resume Excerpt – Write at least four detailed bullet points that you will use to update your resume to reflect your internship experience.
- Post-Internship Reflection Paper – This is a 3-5 page (11 pt, double-spaced) paper in which you should discuss your internship experience and directly address whether you met your internship goals. You should also reflect upon your contributions to your internship and how your internship experience could have been improved, including analysis of your individual strengths and areas for personal improvement. It is expected that you will check your paper for spelling and grammar errors.

Please feel free to be creative with your portfolio, as long as the above requirements are appropriately addressed. Optional items you could also include in your portfolio include photos, newspaper articles highlighting the work of your internship organization, an annotated bibliography of books and articles you have read to prepare or guide you through your internship experience, thank you notes, etc.
On-Site Supervisor Evaluation

This form is available on the D2L site (or I can email it to you if necessary). It will be your responsibility to give this form to your supervisor. If you supervisor would prefer to return it to me confidentially, s/he may email it to me or fax it to (414) 229-3626. I must receive this form in order to grade your portfolio. I highly recommend that you request the signed evaluation form from your supervisor before you leave your internship. I know from past experience that it can be very difficult to follow up on this form if you agree to wait for it to be sent after you have left the country.

Grading Rubric

<table>
<thead>
<tr>
<th>Components</th>
<th>Exemplary</th>
<th>Competent</th>
<th>Insufficient</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>Internship Learning Goals</td>
<td>Internship learning goals are specific, measurable, achievable, relevant and time-based (SMART). Clearly organized as per the four goals categories in the syllabus (at least one per category), and include associated learning strategies. (100 points)</td>
<td>Internship learning goals are somewhat specific, measurable, achievable, relevant and time-based. Organized as per the four goals categories in the syllabus (at least one per category). Some learning strategies are included. (85 points)</td>
<td>Internship learning goals are not sufficiently specific, measurable, achievable, relevant and time-based and/or less than one goal per category. Learning strategies are not included. (70 points)</td>
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<tr>
<td>Internship Placement Assignment</td>
<td>Outline of internship placement is clearly organized. The three skills listed demonstrate reflection on the process of attaining an internship. (50 points)</td>
<td>Outline of internship placement is somewhat organized. Some reflection on the process is evident. (40 points)</td>
<td>Outline of internship placement is disorganized. Fewer than three skills are identified. (30 points)</td>
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<tr>
<td>Weekly Journal Entries Posted to D2L</td>
<td>Journal entries indicate conscious reflection upon internship learning goals and integration of experience with academic knowledge. Activities, impressions, new skills, professional</td>
<td>Journal entries indicate some reflection upon internship learning goals and integration of experience with academic knowledge. Activities, impressions, new skills, professional</td>
<td>Journal entries indicate a low level of reflection upon internship goals and integration of knowledge with academic knowledge. While activities may be listed, impressions, new</td>
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<tr>
<td>Internship Portfolio - Overall Organization (30 possible points)</td>
<td>Portfolio is well organized in binder (if not emailed) with table of contents, dividers, possibly photos to make it visually pleasing. All required components are included (see syllabus). (30 points)</td>
<td>Portfolio is organized with table of contents, but in a strictly functional way. All required components are included. (20 points)</td>
<td>Portfolio is not organized and appears to have been “thrown together” at last moment. Required components are missing. (10 points)</td>
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<tr>
<td>Internship Portfolio – Organization Information and Work Samples (30 possible points)</td>
<td>Portfolio includes background information on internship organization (mission, history, etc.), possibly including website printouts, brochures, etc. More than three work samples included. (30 points)</td>
<td>Portfolio includes basic information on internship organization. At least three work samples included. (20 points)</td>
<td>Portfolio is missing information on internship organization. Fewer than three work samples included. (10 points)</td>
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<tr>
<td>Internship Portfolio – Resume Excerpt (40 possible points)</td>
<td>Resume excerpt includes at least four detailed lines/bullet points describing internship duties and accomplishments. Attractive formatting with no spelling or grammatical errors. (40 points)</td>
<td>Resume excerpt includes less than four detailed sentences/bullet points describing internship duties and accomplishments. No spelling or grammatical errors. (25 points)</td>
<td>Resume excerpt sentences/bullet points are incomplete and/or incoherent. Spelling and/or grammatical errors present. (10 points)</td>
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<tr>
<td>Internship Portfolio – Reflection Paper</td>
<td>Paper directly addresses achievement of learning goals,</td>
<td>Paper partially addresses achievement of learning goals,</td>
<td>Paper is incomplete in addressing achievement of</td>
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**Supervisor Evaluation**

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<th>(100 possible points)</th>
<th>including reflection upon intern's contributions to internship and how internship experience could have been improved. Also includes self analysis of individual strengths and areas for personal improvement. Very clearly written with standard grammar and spelling. Paper length at least 3 pages, 11 pt, double-spaced. (100 points)</th>
<th>including some reflection upon intern's contributions to internship and how internship could have been improved. Self analysis of individual strengths and areas for personal improvement could be more in-depth. Spelling and/or grammatical errors present. Paper length at least 3 pages, 11 pt, double-spaced. (85 points)</th>
<th>learning goals, and fails to include significant reflection on intern's contributions to internship and how internship could have been improved. Self analysis of individual strengths and areas of personal improvement insufficient. Spelling and/or grammatical errors present. Paper length less than 3 pages, 11 pt, double-spaced. (70 points)</th>
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<td>Supervisor Evaluation (75 possible points)</td>
<td>Supervisor ratings all Excellent. Positive comments with respect to overall performance and intercultural communication skills and sensitivity. (75 points)</td>
<td>Supervisor ratings in the Excellent to Good range. Mostly positive comments with respect to overall performance and intercultural communication skills and sensitivity. (60 points)</td>
<td>Supervisor ratings in the Good to Poor range. Comments indicate work performance issues and/or lack of intercultural communication skills and sensitivity. (45 points)</td>
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*Note that you will receive a score of “0” points for any components that are not completed.*

**TOTAL SCORE/FINAL GRADE = _____________**

**Grading Scale:**

A = 500-470  
A- = 469-445  
B+ = 444-435  
B = 434-420  
B- = 419-400  
C+ = 399-385  
C = 384-370  
C- = 369-350  
D = 349-300  
F = 299-0
Student Consent to Use of Information, Waiver, and Release

I, ___________________________, hereby grant the University of Wisconsin – Milwaukee Center for International Education, the Global Studies Degree program, and its facilitators, faculty, advisors, and staff, (“CIE”) the following rights in conjunction with the use of my Global Studies 489 International Internship Portfolio (“Portfolio”):

1. Create and maintain a digital copy of the Portfolio within CIE’s academic server space;

2. Edit the Portfolio for public consumption as deemed appropriate by CIE in its sole discretion;

3. Provide a digital copy of the Portfolio to any party seeking information about international internship opportunities or CIE’s programs;

4. Utilize the Portfolio for both quantitative and qualitative research and marketing purposes in the pursuit of the mission and goals of CIE and provide the Portfolio to CIE staff to achieve these purposes;

I understand that (i) I have the right not to consent to the release of my Portfolio, (ii) I have the right to inspect my Portfolio, and (iii) I have the right to revoke this consent at any time by delivering a written revocation as set forth herein. I understand that this authorization remains in effect from the date I sign through the date on which I deliver written revocation of my consent.

I acknowledge CIE’s intent to utilize the Portfolio for educational, research, and related marketing purposes. CIE reserves the right to utilize the information in full or part as related to the purpose of its mission and goals, and I consent to such use. I hereby waive all rights of privacy, compensation, and other rights which I may have in connection with CIE’s use of my Portfolio for the purposes set forth herein.

I understand the rights I am conferring upon CIE with regards to the Portfolio by signing this agreement. I release and hold harmless the Board of Regents of the University of Wisconsin System, the University of Wisconsin – Milwaukee, CIE, and each of their officers, employees, and agents from claim or cause of action, whether now known or unknown, for any and all claims arising out of the use of my Portfolio as set forth herein.

I understand that if I wish to discuss or negotiate the terms of this agreement, or if I desire to revoke my consent, I may contact Professor A. Aneesh, Faculty Coordinator, Global Studies Program, at (aneesh@uwm.edu; 414-229-4253).

I have read and agree to the terms of this Agreement:

Student

Name: ___________________________
Email: ___________________________
Signature: ___________________________
Date: ___________________________

Parent/Guardian Information (if under 18):

Name: ___________________________
Email: ___________________________
Signature: ___________________________
Date: ___________________________
Special Notes

Participation by Students with Disabilities: If you need special accommodations in order to meet any of the requirements of this course, please contact me as soon as possible.

Accommodation for Religious Observances: Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.

Academic Misconduct: The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

Complaint Procedures: You may direct complaints to the head of the department. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedures: You may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. A more detailed description of the grade Appeal Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

Sexual Harassment: Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment.

Financial Obligation: The submission on your registration form and your subsequent assignment to classes obligates you to pay the fee tuition for those classes or to withdraw your registration in writing no later than the date specified in the schedule of classes. It is important to both you and the University that you make payment on time. A complete description of UWM fee policies may be found in the Schedule of Classes.

Incomplete: A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. A more detailed description of the Incomplete Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM Faculty Documents #1558 and #1602. Also, a description of this policy may be found in UWM Schedule of Classes.