



Internship & Seminar

ITRN 3000 (4 credits / 120 hours)

SIT Study Abroad Program:

India: Sustainable Development and Social Change

PLEASE NOTE: This syllabus represents a recent semester. Because seminars develop and change over time to take advantage of unique learning opportunities, actual seminar content varies from semester to semester.

Description

The India: Sustainable Development and Social Change *Internship & Seminar* provides 4 weeks/120 hours of opportunity to intern with diverse national, international as well as community based organizations and other private entities working in India on environment and development; rural and urban development, sustainable livelihood generation, environmental awareness, social communication and advocacy, social entrepreneurship, corporate social responsibility (CSR), women's equality and gender empowerment, ecological agriculture, desert/mountain/coastal systems and its allied human ecology, as well as implementation and monitoring of federal programs for universal social security and more.

The underlying focus of the internship is to nurture and support students to find and, or, build on their individual career interests and competencies, learn to build professional networks on indicative domains mentioned above, and apply the broad as well as any specific perspectives gained during the semester coursework. The program relies on its extensive network to facilitate placement with an organization and, /or support the students themselves in finding and working with a new one within the scope of SIT program goals and learning outcomes. The organization and the student's internship activities, including the Internship Learning Agreement, must be approved by SIT's academic director. Students must decide whether they want to undertake an internship by the end of the program's 4th week.

The *Field Methods and Ethics* (FME) course provides knowledge on appropriate methodology, methods and associated ethics to design a feasible internship proposal to fulfill the reporting of the experience. Regular reflection and assessment meetings are held with the academic director or internship coordinator to review the progress of the internship and learning associated with the internship experience. The students complete an internship and submit a focus project paper in which they process their learning experience on the internship, analyze an issue important to the organization, and/or design a socially responsible solution to a problem identified by the organization etc. Approved in advance by the Academic Director, SIT's Local Review Board (for ethical clearance purposes), and the internship supervisor, the internship focus project may involve interviews and other data collection methods relevant to achieving internship learning goals. The paper and final presentation reveal how those goals are linked to the semester in India

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as well as the overarching theme within the SIT Study Abroad Critical Global Issue focus of the program: Development | Economy | Inequality. The paper should also document a comprehensive schedule and the specific skills and knowledge acquired through the experience. Learning and evaluation rubrics for the focus project paper and presentation will in the program references.

Learning Outcomes

Upon completion of the seminar, students will be able to;

- Gain insights and deepen the understanding of organizations and communities at various levels and learn the linkages in between your own and as well as the affiliated organization work with “sustainable development’ at the level of practice, policy and theory in India.
- Appreciate and assess the role, opportunities and challenges of such organization in shaping sustainable social change.
- Learn and apply experiential methods and skills for participating, observing, documenting and analyzing work culture, values, organizational behavior as well as approaches and challenges to solve the targeted domain problems, with full awareness of ethics and sensitivities in adherence to SIT institutional policies and context specific realities.
- Show and deepen the understanding of the value of Hindi language acquisition; build core and functional competencies and values of humanitarianism such as intercultural communication skills, interpersonal relationship and organization, confidence, positive self-criticism, negative capabilities, understanding others’ needs, problem solving and decision making abilities in a cross cultural environment.
- Describe, analyze, and synthesize the internship experience in the form of an academic internship paper; and articulate the output in the form of oral presentation.
- Gain meaningful and practical internship experience in their chosen field and build it towards better career or academic planning.

Language of Instruction

This seminar is taught in English but students will be exposed to local vocabulary related to the internship through a wide range of venues and regional locales prior to the start of the internship.

Internship Requirements

Module 1: Internship in India: Incubation to Experience.

During this module, students will prepare for the internship and the writing of the internship paper, have regular meetings with the academic director, reflect on the internship experience, and learn how to use their experience for future professional and academic growth.

Session 1: Setting the Stage

This session reviews objectives for the internship. Students meet with the academic director following confirmation of their internship placement and discuss the targeted organization internship policies/guidelines and expectations, timeframes and other logistics, structural and technical components of the final internship paper.

Sessions 2 & 3: Negotiation and collaboration

Central to the successful internship experience is the development of the Internship Learning Agreement. The academic director will work with students individually and as a group to review the purpose of the

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Internship Learning Agreement. He or she will discuss student strategies for working with the internship supervisor to design the contents of the Internship Learning Agreement in adherence to internship learning objectives and in collaboration with the internship supervisor at the host organization. The Agreement also helps to ensure a clear understanding of the objectives of the internship among the student, academic director, and hosting internship supervisor.

Multiple Sessions: The Internship Experience: Review and Reflection

These sessions focus on the review and reflection process during the internship experience. During the internship, students work from the Internship Learning Agreement they have developed with the internship supervisor to set weekly learning objectives, keep an internship journal, and write two progress reports on their learning experience. Internship students will also meet with the academic director individually and as a group to debrief the internship learning experience, discuss progress on the internship's academic paper, and reflect on progress toward goals in the Internship Learning Agreement.

Required Readings:

Sinha, J. (1990). *Work culture in the Indian context* (1st ed.). New Delhi: Sage.

B. P. Sinha R. N. Kanungo, J. (1997). Context Sensitivity and Balancing in Indian Organizational Behavior. *International Journal of Psychology*, 32(2), 93-106.

<http://dx.doi.org/10.1080/002075997400890>

Recommended Readings:

Switzer, Frederick and King, Mary (2013) *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4th Edition)*. Belmont, CA: Brooks/Cole (chapter 12)

Module 2: Reporting the Internship: Final Paper, presentation design and content

This module focuses on the design and mechanics of the internship final paper. The module covers the final paper's structural design, organization, and guidelines for effective self-reflection on the internship experience and appraisal of acquired work experience.

Session 1: Description of the Host Institution

This session focuses on the general guidelines for the description of the host institution. The session walks the student through samples of a brief description (one page) of the host institution for the internship, the nature of their work and programs as well as the specific target groups of their interventions. The session also highlights the importance of including brochures or collateral material that further describes the institution.

Session 2: Description of Tasks Performed on the Internship

This session provides guidelines for effective ways of describing tasks performed as an intern. The session covers the importance of third-person narration (as if the student, acting as a manager, were writing it for a new employee/associate), outline form (except for the internship summary section), and headings for each of the sessions. A suggested outline for this description includes:

- Internship role/title and place of employment
- Internship summary—narrative summary of the activities of the position
- Qualifications—education and experience required and/or desirable
- Interning conditions—uniform requirements, physical surroundings, interning days, hours, etc.
- Internship relationships—who is the mentor and to whom does the student report
- Specific duties and responsibilities—a list should be provided to indicate all duties performed by the individual in this position.

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Session 3: Internship Impact: Crafting the pathways

This session focuses on output of the internship experience, which may include a proposal for a strategic response to an existing problem, a creation of a sustainable plan, a grant proposal, or research that responds to the need of an organization and in the broader scope of the semester course and SIT critical global issue focus.

Session 4: Personal Assessment of the Internship Performance

This session provides guidelines for an assessment of the key learning milestones acquired on the internship experience, the challenges faced, and the possible impact of the experience on the student's academic and professional career. The session also covers a reflection on the internship experience, including the output of the internship (addressed in Session 3), as it relates to the critical global issue central to the program theme.

Session 5: Oral Presentation of the Internship Final Paper

This module focuses on the mechanics and guidelines for the presentation of the internship final paper. The presentation should take 20 minutes and students are encouraged to use audiovisual aid/handouts to facilitate their presentations.

Session content includes:

- Presenting a brief overview of the internship experience
- Communicating assigned responsibilities and tasks performed
- Articulating major output of the experience
- Providing personal assessment of the internship performance.

Required Readings:

Readings will be distributed at the program site.

Recommended Readings:

Switzer, Frederick and King, Mary (2013) *The Successful Internship: Personal, Professional and Civic development in Experiential Learning (4th Edition)*. Belmont, CA: Brooks/Cole.

Module 3: Internship Experience: Looking back from the future

This module focuses on ways of processing and articulating the internship as well as equipping students with practical tips and strategies for making the most of the experience personally, academically, and professionally.

Session 1: Talking About the Internship Experience

This session allows students to reflect on the internship experience and process the learning that occurred in a safe and supportive context. The internship may have been a different experience than expected, may challenge the student's expectations of interning in a diverse and challenging environment, and may change the student's perspective of life projects or professional goals. The module discusses ways of acknowledging both the successes and failures of the internship, of completing tasks, handing over projects to and sharing insights with colleagues on the internship, and setting realistic goals for the future.

Session content includes:

- Processing the End of the Internship Experience
- Closure with Colleagues and Supervisors
- Articulating the Experience and Setting Plans for the Future

Session 2: How to Include Your Internship on Your Résumé

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During this session, students will learn appropriate ways of including their internship on their résumés and in online professional platforms such as LinkedIn.

Session 3: Next Steps

This final session occurs in the final week of the program, as students plan their next steps, academically and professionally. Students discuss fears and strategies for building on this experience in other internship settings, opportunities for professional growth, and how to make optimal use of the internship experience. They will discuss ways to describe the experience gained and skills learned in their internship in cover letters and how to use this experience for future professional growth.

Ethics

The internship experience must reflect SIT's ethics policy and commitment to the values of reciprocity. The student intern should also abide by the policy and regulations of the host institution including dress, punctuality, and employee behavior. Violations of SIT's code of conduct or employee conduct at the host institution will result in an immediate termination of the internship and can lead to further disciplinary sanctions by SIT.

Evaluation and Grading Criteria

At the end of the internship period, students are expected to present their learning experiences to the group. Assessment of both written work and the oral presentation is based on quality, academic scholarship, and adherence to the highest ethical standards.

Description of Assignments

Discussion and Reflection Sessions

Discussion and reflection sessions take place on a weekly basis. Students are expected to share their personal experience in the internship and reflect on the professional learning process. These discussion and reflection sessions are key elements in the process of the learning experience and the student's professional achievements within the host organization.

Progress Reports

The progress report should document the progress of the student's professional and personal learning on the internship. Students document aspects of the challenges they face and how they try to deal with those challenges. Students submit two progress reports in the course of their internship experience.

Internship Performance

This evaluation by the Academic Director assesses the student's internship experience, overall professional achievements, and self-growth.

Oral Presentation

In the presentation, you should provide a succinct and clear description of the internship experience, a brief history of the organization where you interned, and the responsibilities undertaken. The oral presentation should relate the learning associated with the focus project and reflect on its relevance to the program theme and Critical Global Issue. You should demonstrate effective management of the discussion with the audience and attend to the aesthetic elements of the delivery. A summary of the oral presentation assessment rubric will be shared with students in advance.

Final Paper

Students are expected to submit a final paper at the end of their internship experience. The final paper should include a title, list of acknowledgments, and an abstract. The paper should also have an introduction

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which summarizes the work and history of the organization and incorporates a number of references, detailed description of internship accomplishments, and strong and innovative aspects of the organization. The paper should be well-written, well-organized, and aesthetically pleasing. A summary of the final paper assessment rubric will be shared with students in advance.

Assessment of the Internship

Discussion and Reflection Sessions	10%
2 Progress Reports	10%
Internship Performance	35%
Oral Presentation	10%
Final Paper	35%

Grading Scale

94-100%	A
90-93%	A-
87-89%	B+
84-86%	B
80-83%	B-
77-79%	C+
74-76%	C
70-73%	C-
67-69%	D+
64-66%	D
below 64%	F

Expectations and Policies

- Show up prepared, on time, and appropriately dressed for your internship. Comply with organization rules.
- Have work journal and progress report assignments completed on schedule and done accordingly to the specified requirements. This will help ensure that your assignments are returned in a timely manner.
- Ask questions when in the field/office. Engage yourself in everyday life of the organization and initiate interaction.
- Comply with academic integrity policies (no plagiarism or cheating, nothing unethical).
- Respect differences of opinion (those of your internship supervisor and colleagues, classmates, lecturers, local constituents engaged with on-site visits). You are not expected to agree with everything you hear, but you are expected to listen across difference and consider other perspectives with respect.

Please refer to the SIT Study Abroad Student Handbook for policies on academic integrity, ethics, warning and probation, diversity and disability, sexual harassment, and the academic appeals process.

Disability Services: Students with disabilities are encouraged to contact Disability Services at disabilityservices@sit.edu for information and support in facilitating an accessible educational experience. Additional information regarding SIT Disability Services, including a link to the online request form, can be found on the Disability Services website at:

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