Development Internship
PRAC-3000 (6 Credits / 180 class hours)
SIT Study Abroad Program:
Rwanda: Rwanda Presidential Scholars Consortium Program

Course Description
The Development Internship provides students with first-hand development experience through volunteer service with a Rwandan NGO or government institution, while offering reflective analysis of their experience within the context of a post-conflict society. Based on your selection of field categories when applying to the program, you will be placed in a project site that is best suited to your skills, interests and language competency. The course demands equal amounts of effort and organization on your part to successfully complete the internship and accompanying reflection, thereby providing an entirely different challenge than traditional classroom learning. The internship reflects the culmination of the thematic coursework, Kinyarwanda study, and methods and ethics preparation.

Together with your Program Director and Internship Supervisor, you will establish a specific schedule and set of regular tasks. This choice of activities will be based on the organizations needs and/or your specific skills and learning objectives. Debriefings and individual advising meetings will take place on a weekly basis.

Learning Outcomes
By the end of the Development Internship, students will:

- Gain knowledge of a specific local organization and its role and position in Rwandan society
- Apply the concepts from your courses to the work of your host organization
- Exhibit greater understanding of how social and professional interactions take place in Rwanda
- Assess the impact of the host organization’s mission and your contribution within the larger processes of post-conflict reconciliation
- Understand cross cultural challenges, cultural adaptation and integration skills
- Examine social / cultural change as an outcome of development in Rwanda
- Increase language proficiency in Kinyarwanda by using the language in an everyday setting

*This syllabus is representative of a typical semester. Because courses develop and change over time to take advantage of unique learning opportunities, actual course content varies from semester to semester.

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• Develop life-long adaptation and communication skills
• Analyze a community’s needs and understand how best to meet these needs
• Produce an internship report which documents and reflects on the experience of interning with a Rwandan NGO or government organization

**Course Methodology and Requirements**
This course combines class sessions, the internship, and community involvement following an experiential learning approach.

- Following preparation via coursework on Rwanda’s history, politics, and culture; field methods, ethics, and communications; and Rwandan approaches to sustainable development, students participate in a development internship while gathering information and reflecting on the experience. Through group discussions, reflection journals and individual meetings with the Program Director, they document and analyze their experience.
- Students organize and analyze their internship journals and organizational information, write a project summary and prepare an oral presentation on their experience. In this period, students work in small discussion groups and have individual tutoring, prior to submitting the written report.
- Students complete a formal presentation in Kigali of their Development Internship experience.

**Requirements**
- Full and active participation in all course-related activities
- Successful completion of the development internship
- Weekly reflection log entries, submitted to the Program Director
- 10 - 12 page written paper
- 30 minute oral presentation

**Readings**
Weekly class meetings will focus on discussions and reflections of both general and specific issues encountered in during the internships, while providing ongoing contextualization of the post-conflict setting of the organizations. In addition, group readings will be assigned to assist you in gathering and analyzing information about your experience, as well as how to build toward your final paper. These include:


See also the Field Methods, Ethics, and Communications syllabus for suggested readings.

You are responsible for selecting specific readings that are relevant to your internship, and should be prepared for discussions in class and in individual meetings with the Program Director. The readings will help you place the internship in a larger social context, to challenge and engage you in your reflection entries, to generate questions for weekly discussions and to deepen your knowledge of particular aspects of Rwandan society.

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Internship Organization and Scheduling
An internship supervisor from the partnering organization will help you determine the type of tasks and participation expected from you. The supervisor will be your main resource at the internship site and the primary person to whom you should direct questions and inquiries, in addition to the support provided by the program director. You will spend a minimum of 180 hours on the internship. This includes time spent reading, developing contacts, interviewing, making field observations, writing, and meeting with your internship supervisor, as well as a minimum of 30 hours per week in actual hands-on work in a development organization. Thus a minimum of 120 hours must be spent actively engaging with the organization. Distribution of hours will be done in collaboration with your internship supervisor, taking into account your academic schedule, as well as the organization’s logistics and needs. However, you should plan on spending an average of 30 hours per week at your Internship site. This work will be documented in the internship journal.

At the beginning of the semester, you will be provided with a specific schedule and set of tasks as part of your internship assignment. You are expected to be present, on time and actively engaged. It is your responsibility to dress properly and in accordance with the activity. You will need to show respect to all members of the organization, regardless of their gender, ethnicity or religious orientation. You will abide by the rules and cultural expectations of the community in terms of communication patterns and behavior. Should any misunderstanding or difficulty in carrying out the allocated tasks arise, it will be your responsibility to address the issues with your internship supervisor and Program Director.

Student Expectations

Participation
Participation refers to attendance, punctuality, attentive listening and active engagement in all class discussions and internship activities. It also means polite and respectful behavior.

Attendance Policy
You have one unexcused absence. Beyond this, each absence will result in a 5% decrease on your overall grade.

While SIT will make all efforts to place you in an organization that best meets one of your chosen fields of interests and competencies, this will not always be possible. It is understood that students will nonetheless do their best to meet the requirements of the allocated project and to learn and gain understanding about the context of the organization with which they will be interning.

Please Note: Course contents, lecturers, and readings may be modified as needed. Should any change of class topics or lecturers may be necessary, students will be promptly notified.

Evaluation and Grading Criteria

Assignments and Integration with Internship

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All papers and internship reflection journal entries may be submitted in English. Journal entries will be submitted each week during the group meeting up until the final week, when the final (20-25 page) paper is due. Students are expected to conduct independent research on their organization throughout the six-week internship, with guidance from the Program Director and Internship Supervisor. Research may include scholarly readings, relevant media, and interviews with organization and community members. The final paper will combine research and reflection.

Timely completion of all assignments is expected. Late submissions will be penalized. All assignments are evaluated according to organization, analytical quality, depth of analysis, argumentation and presentation of evidence.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Internship service</td>
<td>40%</td>
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<tr>
<td>Weekly reflection attendance and participation</td>
<td>20%</td>
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<tr>
<td>Final Development Internship paper</td>
<td>20%</td>
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<tr>
<td>Internship reflection journal</td>
<td>10%</td>
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<tr>
<td>Oral presentation</td>
<td>10%</td>
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</tbody>
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- The Development Internship will be assessed and graded based on students’ regular attendance and active participation in reflective sessions, weekly submission of internship journals, individual meetings with the Program Director, as well as feedback provided by the Internship Supervisor.
- The Internship Journal is an on-going assignment that requires frequent reflective entries. It is meant to record all the steps involved in your internship from the start-up phase, to tasks rendered, questions, thoughts in progress, your methodological approach, changes in your thinking and final presentation building. This journal is required as part of the Development Internship.
- A final oral presentation of 20 minutes, with 10 minutes for questions, to fellow students, program staff, your internship supervisor, and invited guests must present the essential content of your internship activities, as well as a critical analysis of the social and political context of your host organization, your personal involvement and intercultural achievements and challenges.
- The final Development Internship paper should be 20-25 pages in English, double-spaced, typed, and bound. The paper must contain the fundamentals of your project. This work should demonstrate clear participation in and solid understanding of your organization and its setting, as well as reflections about and analysis of Rwandan society acquired from this program.

Grading Scale
The grading scale for all classes is as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>94-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-93%</td>
<td>A-</td>
</tr>
<tr>
<td>87-89%</td>
<td>B+</td>
</tr>
<tr>
<td>84-86%</td>
<td>B</td>
</tr>
<tr>
<td>80-83%</td>
<td>B-</td>
</tr>
<tr>
<td>77-79%</td>
<td>C+</td>
</tr>
<tr>
<td>74-76%</td>
<td>C</td>
</tr>
<tr>
<td>70-73%</td>
<td>C-</td>
</tr>
<tr>
<td>67-69%</td>
<td>D+</td>
</tr>
</tbody>
</table>

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Grading Criteria
Grades throughout are given both fairly and rigorously and in accordance with the system below. They reflect a combination of absolute quality of performance, progress made, the ability to take into account and assimilate the Academic Director’s and the teachers’ advice in assessing the work done. An “A” letter grade reflects exceptional work, perfect combination of academic competences and personal research and analysis. It shows great ability to integrate field-based investigation and personal reflection into a structured and well argued paper or presentation. A “B” letter grade reflects serious and methodical work as well as substantial effort at analyzing and understanding cross-cultural issues. A “C” letter grade shows the work meets the requirements but needs more in-depth reflection and personal involvement. A “D” letter grade is insufficient and clearly reflects lack of work or serious deficiencies.

Student Expectations

Class Participation
Participation in class refers to attendance, punctuality, attentive listening and active engagement in all Academic Course lectures, discussions, field trips and other activities. It also means polite and respectful behavior.

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. Also, refer to the specific information available in the Student Handbook and the Program Dossier given to you at Orientation.