Internship
ITRN 3000 (4 credits / 120 hours)

SIT Study Abroad Program:
China: Health, Environment, and Traditional Chinese Medicine

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

Description
This course consists of a four-week internship with a non-profit or for-profit organization focused on the intersection of health-related indigenous knowledge and cultural values associated with Traditional Chinese Medicine and other ethnic minority healing systems or the environment and health. The aim of an internship is to enable student to gain valuable work experience and enhance skills in the varied fields of an international work environment. A minimum of 120 hours must be dedicated to the internship experience.

Schools, business corporations, hospitals, clinics and non-profit organizations with connections to the SIT program are willing to engage our students as interns. SIT will use its extensive network to facilitate the placement process with an organization. Whether a student is accepted for a particular internship will, in large part, depend on the requirements of the organizations in a given semester and on the student’s skills, academic and employment background. Internship activities, including the Internship Learning Agreement, must also be approved by the Academic Director and the Local Review Board with regard to academic goals, ethical considerations and safety requirements. Normally, only one student at a time can intern with any particular organization.

Regular meetings are held with SIT advisors to review the student’s progress in setting up and undertaking the internship and the learning associated with the internship experience. Students must decide whether they want to undertake an internship or Independent Study Project before the first day of the Minority Area Excursion.

Students must submit a detailed proposal before beginning their internship. The proposal will include an extensive literature review covering the background and history of the organization and the issues it focuses on. Students, in consultation with the internship organization and their SIT advisor, will identify a focus project that they will spend the majority of their internship hours working on and a responsible person at the organization who will act as their internship supervisor. Regular reflection and assessment meetings are held with the academic director and/or internship coordinator to review the progress of the internship and learning associated with the internship experience.

Students will complete an internship and submit a paper in which they discuss the overall structure and work of the organization, process their learning and the internship experience and analyze their

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focus topics. The paper must also document a comprehensive schedule and the specific skills and knowledge acquired through the experience and how the student intends to apply these skills and knowledge upon return to the United States. A major focus will be on linking internship learning with the program’s themes and Critical Global Issue. Rubrics for the focus project paper and presentation will be shared with students.

Learning Outcomes
The Internship course comprises 120 hours at the internship. Upon completion of the course, students will be able to:

- Accumulate first-hand experience in order to understand an international work environment in Chinese circumstances;
- Identify, describe, and critically analyze current Chinese health or environmental issues and how these issues have been affecting Chinese people, especially ethnic minorities, and the sustainability of China’s development path;
- Articulate the output of the internship experience in the form of an oral presentation;
- Use effective field study methods and techniques to gather data;
- Gain valuable and practical work experience in their chosen field;
- Enhance professional skills in an international work environment by drawing on the wide network of community organizations, activists, entrepreneurs, business leaders, and academics connected to the SIT program.

Language of Instruction
This course is taught in English but students will be exposed to Chinese vocabulary related to course content through in-country expert lectures and field visits prior to the start of the internship. For most students, the internship language will be a combination of spoken Chinese and English. All students are encouraged to use as much Chinese language as possible and, given the program language pledge for intermediate students and higher, striving to engage in Chinese is a basic expectation.

Internship Requirements

Module 1: Making the Most of Your Internship
During this module, students will prepare for the internship and the writing of the internship paper, have regular meetings with the Academic Director/Internship Coordinator, reflect on the internship experience, and learn how to use their experience for future professional 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 expectations, timeframes and other logistics, structural components of the final internship paper, content, layout, and general guidelines.

Sessions 2 & 3:
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 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 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

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the internship’s academic paper, and reflect on progress toward goals in the Internship Learning Agreement.

Recommended Readings:

Module 2: Internship Final Paper and 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 Entity
This session focuses on the general guidelines for the description of the host organization. The session walks the student through samples of a brief description (one page) of the internship organization, the nature of the services offered, and a profile of the people who use them. The session also highlights the importance of including brochures or collateral material for further description.

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
- Working conditions—uniform requirements, physical surroundings, working 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

Session 3: Output of the Internship Experience
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 to link internship learning back to the program theme, Global Health Critical Global Issue, and the role of traditional healthcare beliefs and environmental perspectives in contemporary society.

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 reflection on the internship experience, including any output from the internship (addressed in Session 3), as it relates to the Global Health 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 aids/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

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• Providing personal assessment of internship performance.

Recommended Readings:

**Module 3: Processing and Maximizing the Internship Experience**
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 in a safe and supportive context and process the learning that occurred. The internship may have been a different experience than expected, challenged the student’s expectations of working in a diverse environment; and changed the student’s perspective of life or professional goals. The module discusses ways of acknowledging both 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
• Development of critical thinking skills related to the program theme
• Articulating the Experience and Setting Plans for the Future

**Session 2: How to Include Your Internship on Your Résumé**
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 work 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.

Recommended Readings:

**Ethics**
The internship experience must reflect SIT’s ethics policy and commitment to the values of reciprocity. Students must respect, protect and promote the rights and the welfare of all those affected by their work by doing everything in their power to protect the dignity and privacy of the people with whom they work. Likewise, respect, care and attention should be given to protecting, conserving and restoring the natural environment.

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.

Students must not represent as their own work, either in speaking or writing, materials or ideas taken directly from other sources. They must give full credit in speaking or writing to all those who have

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contributed to their work. Severe academic penalties apply for deliberate plagiarism or other academic dishonesty.

**Evaluation and Grading Criteria**
At the end of the internship, students are expected to present their learning experiences to the group. Assessment of both written work and the oral presentation is based on the quality of research and 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, engage critical perspectives on issues relevant to the program theme, and reflect on the professional learning process, including progress on the internship focus project. 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 which summarizes the work and history of the organization and incorporates a number of references, detailed description of the internship accomplishments and the positive 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**

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<thead>
<tr>
<th>Discussion and Reflection Sessions</th>
<th>10%</th>
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<tbody>
<tr>
<td>2 Progress Reports</td>
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<tr>
<td>Internship Performance</td>
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<tr>
<td>Oral Presentation</td>
<td>10%</td>
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<tr>
<td>Final Paper</td>
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**Grading Scale**

- 94-100%  A
- 90-93%  A-
- 87-89%  B+
- 84-86%  B
- 80-83%  B-

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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 interactions. Chinese organizations, whether they are state-run, private or non-government, are usually understaffed and overloaded.

Comply with academic integrity policies (no plagiarism, cheating or unethical behavior).
Respect differences of opinion (including those of your internship supervisor and colleagues, classmates, lecturers, local constituents engaged with while on site visits). You are not expected to agree with everything you hear, but you are expected to listen respectfully and consider other perspectives.

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: http://studyabroad.sit.edu/disabilityservices.

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