Internship & Seminar  
ITRN 3000 (4 credits / 120 hours)  
SIT Study Abroad Program:  
China: Health, Environment, and Traditional Chinese Medicine

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

Description  
This seminar consists of a four-week, 120-hour internship with a local community organization, research organization, business, government agency, or international NGO. The aim of an internship is to enable students to gain valuable experience and enhance their skills in a career field/professional environment related to the core program themes.

SIT will use its extensive network to facilitate an internship placement for students where interviews may be required. The organization and the student’s internship activities, including the Internship Learning Agreement, must be approved by SIT’s Academic Director. SIT will maintain oversight over internship placements in line with SIT academic policies and student health and security guidelines. Ultimately, each student will need to take responsibility for making optimal use of resources available at the organization and to be proactive in engaging with local experts to achieve internship objectives. Weekly two-hour reflection and assessment classes are held with the Academic Director or internship coordinator to review the progress of the internship, learning associated with the internship experience, and to draw out broader issues related to program themes, positionality, culture and ethics in the context of the internship.

Students will be informed of the types of internships available and the placement process early in the semester. Students must decide whether they want to undertake an internship by the fourth week of the program and will have ample opportunities to consult with SIT program staff. Internship placements may require interviews, language tests or proposal approvals required by internship host units.

Each student will be required to submit a final paper in which they process their learning experience on the internship, analyze an issue important to the organization, and apply what they are learning at the internship site to the core themes of the program. Approved in advance by the Academic Director, SIT’s Local Review Board (for ethical clearance purposes), and the internship supervisor, the internship paper may involve interviews and other data collection methods relevant to achieving internship learning goals. Students will also do a final presentation to demonstrate how the internship experience enhanced their understanding of the SIT program theme and its Critical Global Issue focus. The paper should also briefly document a comprehensive schedule and the specific skills and knowledge acquired through the experience. Rubrics for the focus project paper and presentation will be shared with students in country.

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Learning Outcomes
The Internship seminar comprises of 120 hours for four academic credits. Upon completion of the Internship & Seminar, students will be able to:

- Demonstrate awareness of the ethics involved in doing an internship in the context of Chinese working settings;
- Describe, analyze, and synthesize their learning experience in the internship in the form of an internship paper;
- Articulate new learning from the internship experience in the form of an oral presentation;
- Show understanding of traditional Chinese medicine, Chinese health concepts, health care system and critical environment issues in China;
- Assess the challenges of westernization, industrialization and modernization which are dramatically progressing in China);
- Gain meaningful and practical experience in their chosen field.

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

Course Schedule

*Please be aware that topics and excursions may vary to take advantage of any emerging events, to accommodate changes in our lecturers’ availability, and to respect any changes that would affect student safety. Students will be notified if this occurs.

(IMPORTANT NOTE: This module is for summer-only internships to include additional seminar content covered in RME/FME for semester courses):

Module I: Making the Most of Your Internship
This module occurs prior to the start of the internship and will prepare students for the demands and expectations of an internship, strategies for success, and academic requirements.

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.

Session 2: Positionality and Internship Ethics/Awareness
1. Stereotypes and preconceptions about interning in (country/region)
2. What are your motivations? How do you imagine your role?
3. Introduction to Work Culture in (country)
4. Introduction to Internship – visit and develop understanding of context and position in field/country
5. Ethics in Internships: This is an opportunity to discuss and reflect on the ethics of engaging in internships in an international context in general and in (country) in particular.

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Session 3: The Internship Learning Agreement

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 collaborating 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.

Once internship placements are confirmed, the students, together with the academic director will review objectives for the internship and discuss expectations, learning agreements, timeframes and other logistics, structural components of the final internship paper, content, layout, and general guidelines.

Required Readings:
ADs should assign readings specific to the local context.

Recommended Readings:


- Chapters 1-5

Module I: The Internship Experience: Review and Reflection

This module occurs while students are fully participating in their internship. Critical and guided reflection will play a key role in student development and learning during the internship. Students will keep an internship journal in which they respond to the questions/issues listed below as instructed. Journaling should be done daily, keeping in mind the learning objectives. Students will submit two progress reports on their successes and limitations toward achieving learning objectives. Students will also meet with their instructor and other internship students for reflection and discussion during the internship.

Cultural observations: How is the professional environment different from what you are used to? What are you learning about working collaboratively in this culture? How do you find yourself reacting to and adjusting to cultural practices that are different from what you are accustomed to? How does it feel to be a foreigner in this environment?

Theory and Practice: Digging Deeper: How does the work of your internship site connect to important program themes? How has the experience at your internship challenged or affirmed the arguments in a reading or lecture from this semester?

Skills and Experience: What insights into this field have you gained through your internship? What skills are most valuable for this internship site and what opportunities have you had to improve your skills in this area? What has challenged you and how are you handling those challenges? How do you see this experience preparing you for future opportunities?

Learning Goals: How much progress have you made toward your learning goals? What experiences or activities have contributed to your ability to meet them? Are you learning something important you didn’t anticipate and would like to add to your Learning Goals at this time?

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Required Readings:
ADs should assign readings specific to the local context. Articles specific to the issues addressed by the internship will be assigned once internship placement is determined.

Recommended Readings:

Module II: Processing and Maximizing the Internship Experience
The final module occurs toward the end of the internship and 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. Students will 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 and setting realistic goals for the future.

Additional seminar content will include:
1. Processing the End of the Internship Experience
2. Closure with Colleagues and Supervisors
3. Articulating the Experience through an oral presentation
4. Next Steps: How to include your internship on your résumé, how to frame the internship in a cover letter, and other ways to build on this experience.

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 work 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 discuss experiences in the internship, reflect on the professional learning process, and respond to any prompts assigned by the internship instructor. These discussion and reflection sessions are key elements for personal, academic, and professional development during the internship. Depending on the circumstances, these sessions may be held in person or virtually.

Progress Reports
The progress report should document the student’s progress toward achieving their learning objectives during the internship. Students also document the challenges they face and how they try to deal with

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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, the activities undertaken, and key insights gained that are related to the core program themes. You should demonstrate effective management of the discussion with the audience and attend to the aesthetic elements of the delivery.

Final Paper
Students are expected to submit a 15-20 page 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 activities accomplished, and strong and innovative aspects of the organization. The final paper must include thoughtfully articulated analytical writing that connects learning at the internship to the broader themes of the semester program and/or the investigation of one or more specific questions. 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

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Expectations and Policies

- Show up prepared, on time, and appropriately dressed for your internship. Comply with organization rules.

- Have 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 onsite 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: http://studyabroad.sit.edu/disabilityservices.