

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 term. Because seminars develop and change over time to take advantage of unique learning opportunities, actual seminar content varies from term to term.

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 in India focused 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 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

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goals. The paper and final presentation reveal how those goals are linked to the semester in India 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

The Internship seminar comprises 120 hours for four academic credits. Upon completion of the Internship & 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's 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 workplace 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 I: 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.

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*

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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?*

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: 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 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.

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.

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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 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 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 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. (Example at the end of syllabus.)

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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 internship 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: <http://studyabroad.sit.edu/disabilityservices>.

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RUBRIC: Internship Paper	
Category	Possible Considerations
Title / Acknowledgements / Abstract/Technical Aspects	<ul style="list-style-type: none"> -The title is succinct and captures the essence of the internship experience -The acknowledgements are complete and professionally written -The abstract clearly summarizes the internship experience and learning outcomes -Table of contents, In-text citations, and reference list or bibliography are done correctly and completely -There are no mistakes in writing & grammar, spelling & punctuation -The paper is clean, legible, well-formatted, professional in appearance, and aesthetically pleasing
Contextualization and Organizational Profile	<ul style="list-style-type: none"> -Important themes and background information are provided so reader understands the field in which the internship organization operates -The history and work of the internship organization, how its work relates to the program theme, and how it fits into the context of other similar organizations are all accurately described -The organizational structure, including division of responsibilities and the goals, objectives and activities of the organization are well elaborated -Care is taken not to harm by criticism, nor evaluate -The community served by the organization is described in sufficient detail
Internship Focus/Objectives/Justification	<ul style="list-style-type: none"> -The paper specifies the focus area of the internship within the organization's broader work -The objectives of the internship are clearly presented and appropriate; how the objectives relate to the program theme and/or Critical Global Issue are clearly described. -The student's internship tasks/duties at the organization are presented and justified.
Information Acquisition	<ul style="list-style-type: none"> -How information was gathered in order to compose the final internship paper is explained in a clear and accurate manner and supporting materials are included in appendices (if applicable) -A clear and complete description of the work undertaken is given, including dates and hours worked (put in an addendum).
Positionality and Ethics	<ul style="list-style-type: none"> - The paper acknowledges the intern's views, values, beliefs and other aspects of their personal background that influence their worldview. - The paper demonstrates ongoing self-reflection throughout the internship experience in relation to their positionality. -Human Subjects policies and ethical guidelines are adhered to and thoroughly discussed -Appropriate consideration is given to informed consent, anonymity, and confidentiality of participants, in keeping with human subjects protocols and the LRB-approved internship learning agreement -The internship strengthens relationships and contributes to mutual trust between the author, the organization and its clientele in ways that are respectful, culturally appropriate, and collaborative -The internship project is responsive to host organization and/or host community needs, as applicable

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Critical Reflection on Internship Experience	<ul style="list-style-type: none"> -The description of tasks and responsibilities is clear. -The paper examines the extent to which objectives were achieved, how objectives changed or evolved over the course of the internship experience. -Key professional lessons learned through the internship experience are described with specific examples -A personal evaluation of performance in the internship is included with suggestions of how it could have been improved. -Ways in which student identity may have shaped their insights of the internship experience are described
Analysis of Critical Issues/Themes	<ul style="list-style-type: none"> -The manner in which the organization and its work are linked to the core themes of the program is described. -Analysis is given by comparing and contrasting the theory of the work/field studied throughout the semester with the practice of the work at the specific internship site. -Clear articulation of how the intern's knowledge and understanding of the core themes of the program were enhanced through the internship experience.
Conclusions & Recommendations for Future Interns	<ul style="list-style-type: none"> -The main insights and lessons learned through the internship experience are detailed -Recommendations of opportunities or projects for future interns are described.

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