

## Internship Practice

ITRN-3024 (4 credits)

### Kenya: Global Health in the Tropics

*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.*

#### DESCRIPTION

This course consists of a 7-week internship at a health-related organization such as hospital, public health promoting government department or Non-Government Organization (NGO) in Kisumu, Western Kenya. Students are expected to complete 120 hours at their internship placement over the duration of the program. The internship enables students to gain practical, hands-on experience in a professional setting, enhance their skills, and develop core competencies connected to health policy, planning and management, disease surveillance, prevention and control, and health promotion for key populations such as LGBTQI+, among others.

SIT will use its extensive local network to facilitate internship placements for students. Students will be informed of the types of internships available and the placement process 4 weeks prior to the start of the program. The SIT Academic Director will review and approve internship placement requests that are not included in the SIT internship network. Prior to the start of the internship all students must complete a list of internship activities in which they expect to be engaged at the internship organization, statement of purpose, Internship Learning Agreement, signed SIT Ethics Form, and ethics statement. SIT will maintain oversight over internship placements in line with SIT academic policies and student health and security guidelines. Ultimately, each student will 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.

#### LEARNING OUTCOMES

Upon completion of their internship, students will be able to:

- Expand their professional network through their relationships with professionals and mentors.
- Collaborate with colleagues/supervisors to achieve internship goals.

- Interact and communicate across diverse cultural contexts.
- Demonstrate problem-solving skills for real-world challenges encountered during the internship.
- Situate their positionality within intercultural professional settings.
- Articulate the knowledge and skills they developed through their internship experience.

## LANGUAGE OF INSTRUCTION

This internship will be primarily based in English, but interns 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 program.

## 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

**Brief Description of Assignments** (additional details will be made available during the program)

**Statement of Purpose (20%):** In this statement, students articulate their personal, academic, and professional reasons for participating in this internship program. The statement consists of three essential components: 1.) The professional skills and core competencies that the student aims to develop through their internship; 2.) How the internship will prepare the student to enter enhance their career or professional interest; 3.) The area of specialization that the student want to explore through their internship; and 4.) How the internship will enhance their personal growth.

**Internship Learning Agreement (20%):** Preparation of the agreement between students and internship placement site that outlines objectives, scope of work (activities and/or projects), and the roles and responsibilities of each party to the agreement.

**Self and Supervisor Assessment (30%):** There will be weekly feedback/evaluation reports throughout the internship experience. Students will complete self-assessments at the start of each report and the internship supervisors will provide feedback from forms provided. Final assessment and grading will be done by the Academic Director.

**Cumulative Portfolio (30%):** This final assignment will be comprised of 4 parts:

1. **Internship Reflection Journal:** Interns will reflect critically about their experience at the internship including learning outcomes, issues encountered related to Kenya’s work culture, personal, physical, and emotional challenges, and successes, and the how they further developed career-readiness competencies through the course of their internship time. The journal is confidential between the student and appropriate Internship Coordinator/Academic Director. This part of the assignment isn’t graded; it is on a completed/not completed basis.
2. **Critical Reflection Paper:** This narrative-style paper draws on the journal entries to assess how the objectives articulated in the Statement of Purpose and the Learning Agreement were met. (1200 words).
3. **Professional Development Statement:** This report assesses how the student will draw on their internship experience to enhance their professional and personal goals. (1200 words).
4. **Portfolio:** Interns will combine all these critical pieces of reflection into one portfolio and include samples of resumes with the internship experience added, as well as work samples produced during their internship experience, and updated Linked In profile.

### **Assessment of the Internship**

Statement of Purpose	20%
Internship Learning Agreement	20%
Self and Supervisor Assessment	30%
Cumulative Portfolio	30%

### **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

## **COURSE CALENDAR**

### **Pre-Arrival Preparation and Placement Process**

- Students will receive a list of available internship hosts and will start the interview and placement process (~1 hour). Internship placements will be finalized 2 weeks prior to arrival.
- Students will complete a core competency seminar (~1 hour in Canvas), predetermined by site Director and/or Academic Director from career specific themes (minimum of 4 core competencies).

## WEEKLY OVERVIEW

### WEEK 1: ORIENTATION AND ONBOARDING

#### Sessions 1 - 4: Preparing for the Internship

This week prepares the student for the internship experience. We will examine work-based norms and practices related to internships, learn survival Kiswahili and survival Luo. We will complete the placement process with visits to the internship organization, initial meetings with internship supervisor, and confirming internship objectives and relevant projects. Students will gather information about their internship host and articulate their understanding of their role at the internship site. Students can expect to spend 5 hours in preparation for internship inclusive of core competency seminar and interview.

#### Sessions 5-6: Reciprocity, Ethics, and Positionality

This session examines the interplay of reciprocity, ethics, and positionality within the internship experience in a health care setting in Kenya. This discussion will extend to ethical considerations within the internship learning agreement. The session also challenges students to examine their positionality in relation to the organization. Students can expect to spend 4 hours in discussion and reflection for this week.

#### Assignments

- Revise Statement of Purpose
- Finalize Internship Learning Plan Agreement
- Internship Reflection Journal entry #1 (minimum of 500 words):
  - What information have you gathered around your internship host?
  - What is your understanding of your role at your internship?
  - What interests you most about the organization's mission and projects?

#### Recommended Reading:

U.S. Department of Labor. (2018, January). *Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act* | U.S. Department of Labor. [www.dol.gov](http://www.dol.gov).  
<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

### WEEK 2: THE INTERNSHIP BEGINS

Students can expect to spend 30 hours per week at their internship placement in accordance

with an agreed upon schedule that allows for students to participate in other program courses and activities.

### Assignments

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #2 (minimum of 500 words)
  - What projects have you been assigned to or will work on in the next few weeks?
  - Will you be working independently or as part of a team?
  - What is your approach to communication and collaboration?
  - How does the workplace culture compare to that at any other places you have worked in the past? What are these differences and how are you navigating them?

### **WEEK 3: INTERNSHIP PRACTICE**

Students can expect to spend 30 hours at their internship placement.

### Assignments

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #3 (minimum of 500 words total):
  - How does your organization address inclusive and sustainable practices that consider vulnerable populations' and/or ecosystems' needs and rights?
  - What has been the most impactful lesson you have learned thus far in working with either vulnerable populations or local communities?
- Self and Supervisor Assessment #1

### **WEEK 4: INTERNSHIP PRACTICE**

Students can expect to spend 30 hours per week at their internship placement.

### Assignments

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #4 (minimum of 500 words total):
  - What real-world challenges have you encountered thus far in your internship or internship projects?
  - How does the internship engage in problem solving?
  - What are some projects/areas you wished you had more access to or opportunity to learn more about?
  - What is the status of the projects you are working on?

## **WEEK 5: INTERNSHIP PRACTICE**

Students can expect to spend 30 hours per week at their internship placement. Academic Director site visits conclude.

### Assignments

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #5 (minimum of 500 words total)
  - Now that your internship experience is ending, how has your perception of the world of work changed since the beginning?
  - How has working in an intercultural professional setting assisted you in developing your identified core competencies?
- Self and Supervisor Assessment #2

## **WEEK 6: INTERNSHIP PRACTICE**

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #6 (minimum of 500 words total)
  - What did you learn about the needs of your internship organization? How do these intersect with your chosen critical global issue (CGI)?
  - Please provide a detailed description of your completed (or ongoing) internship project/work.

## **WEEK 7: THE INTERNSHIP CONCLUDES**

Students can expect to spend 30 hours on their internship placement.

### Assignments

- Complete assigned tasks at the internship site
- Internship Reflection Journal entry #6 (minimum of 500 words total)
  - As your internship ends, what are your perceived successes and areas of growth of the internship experience?
  - What insights have you shared with your colleagues on the job?
  - How do you plan to maintain the network of contacts you just made during this internship experience?

## **PROGRAM EXPECTATIONS**

- Have internships assignments completed on schedule, printed, and done according to the specified requirements.
- Comply with academic integrity policies (no plagiarism or cheating, nothing unethical).

- Respect differences of opinion (colleagues, lecturers, local constituents engaged with on the internship). You are not expected to agree with everything you hear, but you are expected to listen across differences and consider other perspectives with respect.
- Storing Your Work: Keep several copies of your work as back up and keep one copy accessible to you through an online forum, such as an attachment in your email, the course learning management system, or cloud-based storage. Lost files, deleted drives, or computer crashes are not excuses for late, missing work.
- Personal Technology Use: Off-task usage is not acceptable.
- Internship Communication: Internship documents and assignments will be posted on the learning management system, Canvas. You are responsible for informing the Academic Director about any network-related problems that may influence your participation in this internship.
- Content Considerations: Some texts and activities you will encounter in this course delve into sensitive topics that may be emotionally and intellectually challenging. Our classroom is a space where we can engage with challenging ideas, question assumptions, and navigate difficult topics with respect and maturity. As possible, I will flag content and activities that are especially graphic or intense, so we are prepared to address them soberly and sensitively. If you are struggling to keep up with the work or participate in the internship because of the nature of the content and activities, you should speak with the Academic Director/Internship Coordinator and/or seek help from counseling services.

## **SIT POLICIES AND RESOURCES**

Please refer to the [SIT Study Abroad Handbook](#) and the [Policies](#) section of the SIT website for all academic and student affairs policies. Students are accountable for complying with all published policies. Of particular relevance to this course are the policies regarding: academic integrity, Family Educational Rights and Privacy Act (FERPA), research and ethics in field study and internships, late assignments, academic status, academic appeals, diversity and disability, sexual harassment and misconduct, and the student code of conduct.

Please refer to the SIT Study Abroad Handbook and SIT website for information on important resources and services provided through our central administration in Vermont, such as [Library resources and research support](#), [Disability Services](#), [Counseling Services](#), [Title IX information](#), and [Equity, Diversity, and Inclusion](#) resources.