

## Internship & Seminar

ITRN 3000 (4 credits)

### Indonesia: Arts, Religion and Social Change

#### Course Description

This seminar consists of a 4-week internship with a local community organization, research organization, business, 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. Time in the internship will include approximately 30 hours per week, in addition to regular reflection and assessment meetings held with the academic director 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.

Based on the theme of the program, which is Arts, Religion and Social Change, there are several organizations where the students can do an internship in Bali, Java or in other islands of Indonesia. Internship placements may include opportunities to immerse yourself in a *Pesantren* (Islamic Boarding School) to gain more in depth about the curriculum, school management, and religious life of *santri* (the religious students) and *kiyai* (the religious teachers), or gain experience by conducting participant observation at a *yayasan* (social foundation, which is similar to an NGO) or a nature conservation organization in Indonesia.

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 on Arts | Media | Social Change. 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.

## **Learning Outcomes**

The Internship and Seminar course comprises 185 hours of internship, briefings, in-class instruction and reflection, preparation of final assignments, interactive learning, and research activities. Upon completion of the course, students will be able to:

- Demonstrate awareness of the ethics of internship in the context of arts, religion and social change in Indonesia;
- Describe, analyze, and synthesize their learning experience in the internship related to the theme of the program in the form of an internship paper;
- Articulate the output of the internship experience in the form of an oral presentation;
- Show understanding of how to behave in participating and observing some religious events; and how to address some critical issues related to the socio-political change in Indonesia;
- Assess the challenges of carrying out field work in cross-cultural setting with limited language skills and time and anticipate those challenges before conducting field study;
- Gain meaningful and practical experience in their chosen field.

## **Language of Instruction**

This seminar is taught in English but students will be exposed to Indonesian language vocabulary related to the internship through a wide range of venues and regional locales prior to the start of the internship. For most students, the internship language will be a combination of spoken Indonesian and English. All students are encouraged to use as much Indonesian language as possible and the students study language intensively prior to their internship.

## **Instructional Methods**

SIT's teaching and learning philosophy is grounded in the experiential learning theory developed by Kolb (1984; 2015) and informed by various scholars, such as Dewey, Piaget, Lewin, among others. Experiential learning theory recognizes that learning is an active process that is not confined to the formal curriculum; "knowledge is created through the transformation of experience" (Kolb, 2015, p. 49). Learning involves both content and process. Learning is holistic and happens through various life experiences upon which students draw to generate new ways of knowing and being. Learning involves a community and is a lifelong

endeavor. Learning is transformational. The suggested four step-cycle of a *concrete experience, reflective observation, abstract conceptualization, and active experimentation* embedded in the experiential learning model is not linear and might not always happen in that specific order, as any learning is highly context dependent. These stages of taking part in a shared experience; reflecting on that experience by describing and interpreting it; challenging their own assumptions and beliefs to generate new knowledge; and ultimately applying new knowledge, awareness, skills, and attitudes in a variety of situations and contexts are important for students to engage in to become empowered lifelong learners.

## **Required Texts**

### ***Required Readings:***

Crang, Mike and Cook, Ian. 2007. *Doing Ethnographies; SECTION 3 PULLING IT TOGETHER 1298 Analysing Field Materials* (pp.131-146). Birmingham and Durham. SAGE Publications Ltd.

### ***Recommended Readings:***

Sweitzer, Frederick and King, Mary. 2013. *The Successful Internship: Personal, Professional and Civic Development in Experiential Learning (4<sup>th</sup> Edition)*. Belmont, CA: Brooks/Cole (chapter 12).

## **Course Schedule**

### **Internship Requirements**

#### **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?*

**Required Readings:**

Crang, Mike and Cook, Ian. 2007. *Doing Ethnographies; SECTION 3 PULLING IT TOGETHER* 1298 *Analysing Field Materials* (pp.131-146). Birmingham and Durham. SAGE Publications Ltd.

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**Module II: Processing and Maximizing the Internship Experience**

The final module occurs toward the end or after 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:**

Processing the End of the Internship Experience

Closure with Colleagues and Supervisors

Articulating the Experience through an oral presentation

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.

**Assignments and Evaluation**

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.

### Assignment Descriptions and grading Criteria

#### **1) Discussion and Reflection Sessions (10%)**

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.

#### **2) Progress Reports (10%)**

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.

#### **3) Internship Performance (35%)**

This evaluation by the Academic Director assesses the student's internship experience, overall professional achievements, and self-growth.

#### **4) Oral Presentation (10%)**

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.

#### **5) Final Paper (35%)**

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.)

### Assessment

|                                     |      |
|-------------------------------------|------|
| Discussion and Reflection Sessions- | 10%  |
| Progress Reports -                  | 10 % |

|                          |     |
|--------------------------|-----|
| Internship Performance – | 35% |
| Oral Presentation -      | 10% |
| Final Report -           | 35% |

### Attendance and Participation

Due to the nature of SIT Study Abroad programs, and the importance of student and instructor contributions in each and every class session, attendance at all classes and for all program excursions is required. Criteria for evaluation of student performance include attendance and participation in program activities. Students must fully participate in all program components and courses. Students may not voluntarily opt out of required program activities. Valid reasons for absence – such as illness – must be discussed with the academic director or other designated staff person. Absences impact academic performance, may impact grades, and could result in dismissal from the program

### Late Assignments

SIT Study Abroad programs integrate traditional classroom lectures and discussion with field-based experiences, site visits and debriefs. The curriculum is designed to build on itself and progress to the culmination (projects, ISP, case studies, internship, etc.). It is critical that students complete assignments in a timely manner to continue to benefit from the sequences in assignments, reflections and experiences throughout the program.

Example: Students may request a justified extension for one paper/assignment during the semester. Requests must be made in writing and at least 12 hours before the posted due date and time. If reason for request is accepted, an extension of up to one week may be granted at that time. Any further requests for extensions will not be granted. Students who fail to submit the assignment within the extension period will receive an 'F' for the assignment

### 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  |

### **Program Expectations**

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 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.

- Show up prepared. Be on time, have your readings completed and points in mind for discussion or clarification. Complying with these elements raises the level of class discussion for everyone.
- Have assignments completed on schedule, printed, and done accordingly to the specified requirements. This will help ensure that your assignments are returned in a timely manner.
- Ask questions in class. Engage the lecturer. These are often very busy professionals who are doing us an honor by coming to speak.
- Comply with academic integrity policies (no plagiarism or cheating, nothing unethical).
- Respect differences of opinion (classmates', lecturers, local constituents engaged with on the 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.
- 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. This way your work will always be available to despite technical issues. Lost files, deleted drives, or computer crashes are not excuses for late, missing work.
- Personal Technology Use: Cell phones and other personal electronics can be used for taking notes and other class activities. Off-task usage is not acceptable. You may be marked as absent for habitually using them for something other than classroom activities.
- 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 course because of the nature of the content and activities, you should speak with me and/or seek help from counseling services.
- Classroom recording policy: To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance

written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.

### 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.

| RUBRIC: Internship Paper                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category                                              | Possible Considerations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Title / Acknowledgements / Abstract/Technical Aspects | <ul style="list-style-type: none"><li>-The title is succinct and captures the essence of the internship experience</li><li>-The acknowledgements are complete and professionally written</li><li>-The abstract clearly summarizes the internship experience and learning outcomes</li><li>-Table of contents, In-text citations, and reference list or bibliography are done correctly and completely</li><li>-There are no mistakes in writing &amp; grammar, spelling &amp; punctuation</li><li>-The paper is clean, legible, well-formatted, professional in appearance, and aesthetically pleasing</li></ul>           |
| Contextualization and Organizational Profile          | <ul style="list-style-type: none"><li>-Important themes and background information are provided so reader understands the field in which the internship organization operates</li><li>-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</li><li>-The organizational structure, including division of responsibilities and the goals, objectives and activities of the organization are well elaborated</li><li>-Care is taken not to harm by criticism, nor evaluate</li></ul> |

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|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <ul style="list-style-type: none"> <li>-The community served by the organization is described in sufficient detail</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Internship Focus/Objectives/Justification    | <ul style="list-style-type: none"> <li>-The paper specifies the focus area of the internship within the organization's broader work</li> <li>-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.</li> <li>-The student's internship tasks/duties at the organization are presented and justified.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Information Acquisition                      | <ul style="list-style-type: none"> <li>-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)</li> <li>-A clear and complete description of the work undertaken is given, including dates and hours worked (put in an addendum).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Positionality and Ethics                     | <ul style="list-style-type: none"> <li>- The paper acknowledges the intern's views, values, beliefs and other aspects of their personal background that influence their worldview.</li> <li>- The paper demonstrates ongoing self-reflection throughout the internship experience in relation to their positionality.</li> <li>-Human Subjects policies and ethical guidelines are adhered to and thoroughly discussed</li> <li>-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</li> <li>-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</li> <li>-The internship project is responsive to host organization and/or host community needs, as applicable</li> </ul> |
| Critical Reflection on Internship Experience | <ul style="list-style-type: none"> <li>-The description of tasks and responsibilities is clear.</li> <li>-The paper examines the extent to which objectives were achieved, how objectives changed or evolved over the course of the internship experience.</li> <li>-Key professional lessons learned through the internship experience are described with specific examples</li> <li>-A personal evaluation of performance in the internship is included with suggestions of how it could have been improved.</li> <li>-Ways in which student identity may have shaped their insights of the internship experience are described</li> </ul>                                                                                                                                                                                                                                                                                                                                    |
| Analysis of Critical Issues/Themes           | <ul style="list-style-type: none"> <li>-The manner in which the organization and its work are linked to the core themes of the program is described.</li> <li>-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.</li> <li>-Clear articulation of how the intern's knowledge and understanding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | of the core themes of the program were enhanced through the internship experience.                                                                                                                                               |
| Conclusions & Recommendations for Future Interns | <ul style="list-style-type: none"> <li>-The main insights and lessons learned through the internship experience are detailed</li> <li>-Recommendations of opportunities or projects for future interns are described.</li> </ul> |