**INST 4910 Internship Syllabus (for INST majors and certificates only)**

**Instructor of record: Catherine Cutcher**

**Questions to** [**cutcher@ohio.edu**](mailto:cutcher@ohio.edu) **or call Yamada front desk for appointment: 740-593-1840**

**Purpose of the Course**

This course is designed to allow for a practical experience in an international organization abroad to complement the theoretical base supplied in area studies and comparative cultures courses. The applied experience will allow the students to see the practical way in which cross cultural issues and second language usage are manifested in a work environment. The internship experience will also allow the student to identify personal learning goals that will enhance their career prospects.

**Outline of the Course**

The student will identify an appropriate organization for the internship. Appropriate organizations will include non-governmental organizations involved in international activity; private voluntary organizations involved in development assistance or promotion of international educational exchange; local, state and federal government agencies or departments engaged in international activities; and private businesses doing business internationally. The student’s work will be determined by the instructor and the immediate supervisor to whom the student will report.

It is expected that students will be able to examine within the internship experience the way in which cross cultural issues and utilization of a second language impact the organization and the management strategies employed to address these issues.

**Requirements**

Students will be expected to work 25 hours for each credit generated for the internship. No more than 6 hours of internship will count toward the major or certificate.

The attached Validation of Internship form must be completed by the student, signed by the Supervisor, and submitted to the instructor before the student begins work for the internship and before the student will be permitted to register for the class. The form Packet found at this link on the Education Abroad web-site must also be completed and submitted to the Office of Education Abroad at least 3 weeks prior to departure: http://www.ohio.edu/educationabroad/Pdf%20Word/Student%20Forms/Form%20Packet%20for%20OU-affiliated%20travel%204-3-12.pdf

At the completion of the internship, the student will submit the attached Supervisor Evaluation form (completed by their supervisor), and a paper or blog to the instructor via e-mail by the end of the final day of classes. Once a student has satisfactorily completes all requirements stated above, students will be awarded “CR” grade. If requirements are not met, student will receive an “F”. If the student is unclear of these expectations, they are encouraged to contact the instructor by e-mail or by making an appointment at least a week before the end of the final day of classes.

**Guidelines for the paper**

Students should keep a journal of their experiences during the internship to assist in writing this paper or blog. The paper/blog should answer these questions:

* What were your day to day duties?
* How was the organization structured? How did it function?
* What are the most valuable things that you learned, both technically and professionally?
* How has your academic work thus far prepared you for the internship?
* Would you recommend this internship to another student?
* List your strengths and weaknesses within the internship experience.
* Comment upon your ability to deal with cross cultural issues and to function in a second language.

\*If the student wishes to do a blog, it may be displayed on the Global Studies web-site.

**Center for International Studies**

**Validation for Internship Offer**

**(to be completed by supervisor)**

Date:

Name of Student:

Name of Supervisor:

Title:

Organization:

Address:

Ph#:

e-mail:

This is to verify that the above-mentioned student has been offered an internship

from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The student will work a total of

\_\_\_\_\_\_\_\_hours

The intern can expect to perform the following duties:

Signature of Supervisor:

The Supervisor will be asked to complete an evaluation for the intern at the end of the internship. The form will be provided by the intern.

Please mail or fax the completed form to:

Assistant Director for Global Studies Programs, Center for International Studies, Ohio University, Yamada International House, Athens OH 45701

Fax: 740-593-1837

e-mail: cutcher@ohio.edu**Evaluation for Ohio University INST 4910 Internship (to be completed by supervisor)**

Name of student intern:

Supervisor name:

e-mail:

phone number:

mailing address:

During what time period and for how many hours did you supervise the above student?

What duties did the student perform?

Please comment on the students overall performance:

Signature of supervisor:

Please mail or fax completed form to: Assistant Director for Global Studies Programs, Yamada International House, Ohio University, Athens OH 45701, USA

fax: (740) 593-1837