School of Record: University of Montana

COURSE SYLLABUS for students participating in international experiential education programs accredited through the Gap Year Association (GYA)

CTE 298: International Internship

Course Overview: This international internship program is designed to provide students with hands-on experience in a wide range of industries (including, journalism, graphic design, creative writing, marketing, finance, etc.). Interns will work closely with mentors and professionals within their chosen field and engage in various projects to enhance their skills and understanding of their assigned area of work experience and career development.

Credits: Variable credit (1-6 credits) depending upon length of internship. A minimum of 45 hours is required for one credit. Students who plan to use this course to fulfill specific academic requirements should discuss transfer options and obtain written approval from an admissions officer or study abroad advisor at their prospective or current college/university PRIOR to enrolling in this course.

Prerequisites:

- None

Instructor of record:
The University of Montana has approved the following Instructors of Record, one of whom will be assigned to you (typically two weeks prior to the beginning of your internship):

- Britt Basel, MS: britt@gapyearassociation.org
- Dianna Hahn, MA: dianna@gapyearassociation.org
- Alexander Papouchis, MS: alex@gapyearassociation.org
- Cam Sylvester, MA: cam@gapyearassociation.org

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Course Expectations:

- **Environment of Respect**: Disagreement and diversity of opinions are encouraged. You will be challenged to think critically about the impact of cultural differences, which may emerge in concepts of gender, race, the roles environment has in business and market development, socioeconomic status, physical and cognitive ability, sexuality, and other forms of diversity. You are encouraged to ask difficult questions and engage in discussion and critical reflection. Please be respectful of others, listen, and seek to understand differences.
- **Experiential Learning**: In this course, learning is an experiential process in which you will have the opportunity to reflect on your experiences throughout the internship. The richness of your experience will depend on the questions, insights, and active participation that you bring.
- **Personal Responsibility**: You are expected to engage fully in the internship and required coursework and request assistance if you need additional support. Please communicate any concerns about assignments, deadlines, or internship activities to your Instructor of Record.
- **Academic Integrity**: Please adhere to university policies. Take special note of policies regarding plagiarism and course withdrawal. Each student is expected to prepare their own assignments, and any assignments submitted should be the sole work of the student. Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated.

A note on Generative AI as a research tool:

Well-written papers will cite evidence from various sources, and the strongest/most compelling evidence will come in the form of primary sources. While generative AI tools such as ChatGPT may be helpful to brainstorm ideas and find other sources of evidence, students should not rely on generative AI as a source in and of itself, as it is not a primary source of information, nor is it reliable in its accuracy.

The use of generative AI is discouraged for this course, since the nature of the course assignments asks students to think critically about their personal experience and observations; however, students may choose to utilize generative AI tools in order to brainstorm ideas and/or supplement research for their report. In order to uphold scholarly standards, students are required to cite any AI-generated material that contributes to their work, including in-text citations, quotations, and references, according to current APA or MLA guidelines for citing generative AI. The generation of content through AI without appropriate attribution constitutes academic misconduct.

If an instructor suspects inappropriate use of generative AI tools based on comparisons with a student's other writing and/or flagging by AI detection tools, the instructor may request a rewrite and/or further conversations with the student.

The Writing Center at University of Montana

Once you are enrolled in the course and receive a student ID number from UM, you are eligible to use the services at UM's Writing & Public Speaking Center, which offers online appointments. Students are encouraged to take advantage of this service as they draft their final papers: UM's Writing Consultants can offer valuable guidance and advice around organizing a topic, proper use of evidence and citations, developing effective arguments, and much more. Making an appointment with a Writing Consultant can often make the writing process more efficient, reducing the time you spend on your assignment while helping you develop a higher quality product. Please be advised that UM's Writing Center has limited hours during the summer months and is closed over holiday breaks.

National Association of College and Employers (NACE) Competencies:

NACE Competencies are used by many colleges to encourage the development of a common set of career skills proven to help students succeed in the workforce. As you prepare for and embark on your internship, use these competencies to help you broaden and improve your skill set while interning at your organization. Keep these competencies in mind throughout the term of your internship and observe yourself in situations where you are developing and using them.

1. **Critical Thinking/Problem solving**: Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
2. **Oral/Written Communications**: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
3. **Teamwork/Collaboration**: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
4. **Technology**: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

5. **Leadership**: Recognize and capitalize on personal and team strengths to achieve organizational goals.
6. **Workplace Excellence**: Demonstrate personal accountability and effective work habits, eg., punctuality, working productively with others, ability to manage time and workload, and understands the impact of non-verbal communication on work place image.
7. **Career & Self Development**: Identify and articulate one's skills, strengths, knowledge, and experience relevant to the position desired and career goals, and identify areas necessary for professional growth.
8. **Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.

Student Learning Outcomes:
Upon completion of this course, participants will be able to:

- Reflect on and assess personal and professional growth during the internship.
- Develop, enhance and articulate career skills outlined within the NACE Competencies.
- Examine differences and similarities between the community/business of their internship placement and that of their home environment.
- Expand their knowledge and understanding of the customs of different cultures and workplaces.
- Understand core issues in cross-cultural communication and interpersonal skills.
- Build a network of professional contacts.

Schedule: *(The number of weeks will vary depending upon each unique internship; interns must complete a minimum of 45 hours per one credit hour).*

- **Week 1: Orientation**
    - Introduction to the organization and industry.
    - Overview of internship expectations and guidelines.
    - Training on relevant tools and technologies.
- **Weeks 2+: Project Assignment**
    - Interns will be assigned to specific projects or tasks.
    - Regular check-ins with supervisors to discuss progress.
    - Workshops on industry-specific topics.
- **Weeks 2+: Skill Development**
    - Workshops and training sessions on relevant skills (e.g., presentation skills, project management).
    - Networking events with professionals in the industry.
- **Final Week: Final Projects and Evaluation**
    - Completion and presentation of final projects.
    - Performance evaluations and feedback sessions.
    - Preparation for transitioning back to academic studies or potential full-time employment.

Attendance:

- Regular attendance is mandatory. Internship placements are 40 hours / weekly.
- Absences must be communicated in advance.

Course Assignments:

- **Video (20 points):** Create a video, between 3-5 minutes long, that describes your internship

experience.
    - Consider the following guidelines when creating your video
    - Privacy statement: *Your video will not be shared beyond your Instructor of Record and GYA/UM staff without your written consent. If GYA and/or UM wishes to share part of your video for promotional purposes, they will reach out to you for your permission.*

- **Blog (50 points):** Establish and maintain a blog about your internship and cultural/travel experiences.
    - Select a free blogging platform such as Google's Blogger
    - Post once a week (with photos) and email the blog link to your instructor of record. Remember to place captions under each photo.
    - Suggested blog prompts may include:
        - What are your primary hopes for your internship experience? What do you hope to gain/learn, both personally and professionally?
        - What is unique about your internship placement?
        - How is this experience different from what you expected?
        - What has most inspired you during your internship so far? Why?
        - How do you think this experience will affect decisions you make in the future?
    - *Keep in mind that a blog is public information; choose your words carefully and use discretion as your internship colleagues could be reading it.*

- **Mid-Point Check in with Instructor of Record (10 points):** Reach out to your instructor of record to schedule a mutually beneficial time to check-in. Topics to discuss during the check-in may include:
    - An update on progress toward your internship goals to date.
    - Reflect on your relationship with your site supervisor.
    - How has the internship or workplace been different than you had imagined/expected?
    - What NACE competencies are a key part of your internship and how do you want to work on developing these during the remainder of your internship?

- **Final Report (100 points):** In order to receive academic credit, submission of a final report is required. The final report should be 5 pages in length, typed and include the following five sections:
    - General Introduction to your internship experience:
        - Where and with what organization/business did you intern?
        - What were your motivation and initial goals for the internship?
    - Internship Placement Site and its Sector
        - What is the mission of the organization and what is its primary purpose or function?
        - What are the organization's strengths and weaknesses?
        - What were your primary responsibilities? Discuss the specific projects and tasks you worked on.
        - What type of guidance, supervision and mentorship was provided to you during your internship?
    - Workplace Experience
        - Provide a balanced self-assessment of your performance during the internship. In what areas do you feel you did an especially good job? In what areas do you feel there is still room for improvement?
        - Reflecting back on the NACE Competencies outlined in the syllabus, choose three competencies and reflect on how you demonstrated them in your internship.

        - What is the relevance of this internship to your longer-term educational objectives and career goals?
    - Intercultural Experience
        - How did your impression of the country change during the course of your internship?
        - What do you wish you would have known before you arrived?
        - What tips do you have for future interns who will be living in the same city/country related to transportation, entertainment, culture, housing, etc.
    - General Conclusion
        - Summarize the overall internship experience and its impact on your personal and professional development.
        - How are you integrating the lessons learned from this experience as you transition back to your next endeavors whether that is academic studies, employment, or something else?

- **Internship Supervisor Evaluation (10 points):** Towards the end of your internship, your internship supervisor will receive an online evaluation to complete based upon your performance. You are responsible for making sure your supervisor completes the evaluation.

- **Self Evaluation (10 points):** This on-line evaluation will be available to you towards the end of your internship.

Deadlines: Submission of all course assignments including the final report, video submissions, and evaluations are due to your instructor of record within 30 days of the completion of your internship.

Grading Policy and Scale: The final grade for the International Internship Experience will be determined by your instructor of record and will be based upon the qualitative assessment of the student's performance, taking into account the final report, blog posts, video submissions, and employer and self-evaluations. A total of 200 points are possible. Letter grades will be assigned as follows:

A = 93-100	B- = 80-82.9	D+ = 67-69.9
A- = 90-92.9	C+ = 77-79.9	D = 63-66.9
B+ = 87-89.9	C = 73-76.9	D- = 60-62.9
B = 83-86.9	C- = 70-72.9	F = 0-59.9

**Grades may be lowered for late coursework submissions at the instructor's discretion.*

***Incomplete/missing coursework will result in an assessment of "Incomplete" (I) on your official transcript. When submitting an Incomplete grade, the instructor must also provide an "Alternate Grade." The Alternate Grade is the student's current letter grade if no further work is completed. If the incomplete is not made up within one calendar year, this alternate grade will be assigned in place of the Incomplete.*