



INSTEP-WFU London

Internship in International Studies

COURSE DESCRIPTION

Students opting for this program's internship track must enroll in *INS 229 Internship in International Studies* which includes attendance at a series of seminars. The seminars are intended to link the practical experience of a work placement abroad, and the professional development skills therein, with a capacity to reflect on the experience in a rigorous academic manner. The aim is for student interns to test their personal observations of the workplace and its place in the broader British, European, and global contexts. Tutorial activities will challenge students to reflect, analyse, discuss, develop and contextualise their understanding of British workplace culture and consider their own approach to career management.

CLASS TUTOR

Robert Johnson, Lecturer and Intercultural Trainer – rpk_johnson@yahoo.co.uk

TUTORIAL DETAILS

Seminars will all be delivered at Richbell House near Holborn on Monday evenings 6:30-8:00pm

Date	Session	Time	Location
13/02	Welcome to the UK; culture shock; action planning for your internship	18:30-20:00	Richbell House
27/02	21 st century careers & career identity and possible selves; Introduction to cultural analysis of the workplace	18:30-20:00	Richbell House
13/03	Student group presentations; living and working in the UK	18:30-20:00	Richbell House
27/03	Introduction to career theories; career decision making (Guest speaker: Angela Ellermeier)	18:30-20:00	Richbell House
03/04	Review of internship experiences to date; CV updates	18:30-20:00	Richbell House
	Reflective logs are due one week after the corresponding taught session (1-4 only).		

ATTENDANCE POLICY FOR INTERNSHIP COURSE & PLACEMENT

Authorized Absences

In the case of a minor illness that necessitates an absence from the workplace, students are required to contact both their site supervisor and WFU on-site staff each morning of the absence. If a student cannot participate in their internship placement for more than two weeks due to prolonged illness, disability or personal reasons such as bereavement, then WFU on-site team communicates with the student and WFU Reynolds Campus in order to arrange a suitable academic alternative. In case of absences from the internship tutorials, students are required to contact the module convenor.

Unauthorized Absences

Students cannot absent themselves or resign from their placement without prior discussion with the WFU on-site team. Students who walk out or leave their placement without due notification may be dismissed from the program and receive a failing grade.

Holidays & Leave from Placement

Students are expected to work the days and hours that have been designated for their placement except in the case of illness or UK bank holidays. Leave for other reasons, such as personal travel, is not permitted.

N.B. Students participating in an internship are required by UK immigration law to submit records of the number of hours completed at their placement each week. WFU on-site staff will coordinate the weekly submission of your time sheets.

LEARNING OBJECTIVES

By the end of this module, students will be able to:

1. Develop an understanding and appreciation for British cultural perspectives, values, beliefs, and how those elements manifest themselves in the workplace
2. Understand similarities and differences between UK and US workplaces and work culture.
3. Enhance future employment prospects through analyzing issues, ideas, challenges, and experiences and reflecting on their own approach to career management.
4. Develop transferable skills and competencies essential for success in the 21st century global environment

ASSESSMENT PROFILE

Item	Word Limit	Proportion of Grade
1. Evaluation by internship supervisor	N/A	40%
2. Four reflective logs	500-600 words each	40%
3. 20-minute group presentation contrasting internship workplace cultures	N/A	10%
4. Active class participation including the submission of internship action plan, possible selves visualisation and updated resume/LinkedIn profile	N/A	10%

GRADING CRITERIA FOR WRITTEN ASSIGNMENTS

A

This exceptional grade is assigned only to work that has persistently outstanding quality in both substance and presentation. The student must demonstrate a sustained capacity for independent thought and convincing analyses in well-ordered prose.

A-

Awarded to work that shows original thinking, as well as being clearly focused and analytical. A small number of minor errors, whether factual or grammatical, may be present.

B+ B B-

This range of grades indicates that the student has shown some evidence of original thought and intellectual initiative. The work will show thoughtful management of material, and a good grasp of the issues. The differences between a B+, a straight B and a B- may reflect poor presentation of the material, or mistakes in punctuation, spelling and syntax.

C+ C C-

Work in this grade range is satisfactory, but uninspiring. Quality of presentation can lift such work into the upper levels of this grade range. Work of this quality which is poorly presented, and riddled with grammatical errors, will fall into the lower end of the range. To earn a passing grade, the work must demonstrate that the student is familiar with the aims of the service course, be written well enough to be readily understood, be relevant to the assignment, and, of course, be the student's own work except where properly cited.

D F

Work that is fatally flawed in one or more ways, such as: so poorly written as to defy understanding; so insubstantial or irrelevant that it fails to address the subject; is guilty of plagiarism.

Grade	Usual %
A	93-100
A-	89-92
B+	85-88
B	81-84
B-	77-80
C+	73-76
C	69-72
C-	65-68
D	60-64
F	Below 60

SEMINAR OUTLINE

Date	Title	Indicative content	Proposed Learning Outcomes
13/02	1. Welcome to the UK; culture shock; action planning for your internship	<ul style="list-style-type: none"> ● Introduction to the UK ● UK workplace culture ● Recognising and dealing with culture shock ● Action planning for a successful internship ● Networking strategy for internship – stage one, initial contacts and approaches, how to identify key parties ● Discussion of assignment requirements 	<ul style="list-style-type: none"> ● Identify typical features of British workplace culture ● Design an action plan for a successful internship ● Develop a networking strategy to apply during the internship
27/02	2. Cultural analysis of the workplace; 21 st century careers & possible selves	<ul style="list-style-type: none"> ● Introduction to the field of workplace culture and cultural analysis; discussion of the group presentation brief ● Introduction to theories of contemporary careers; boundaryless career theory ● Career identity ● Possible selves visualisation 	<ul style="list-style-type: none"> ● Understand key theories of workplace culture and cultural analysis ● Describe what contemporary career paths look like and how they differ from 20th century careers ● Visualise possible career paths ● Reflect on desired career outcomes & career identity
13/03	3. Student group presentations; living and working in the UK	<ul style="list-style-type: none"> ● Assessed student group presentation ● Discussion of the reality of living and working in the UK, incl. analysis of key statistics ● Contrasting work in the UK vs. U.S. 	<ul style="list-style-type: none"> ● Gain insights into the diversity of workplace cultures in the UK ● Gain understanding of conditions of working and living in the UK / London ● Compare life and work in the UK with U.S. conditions
27/03	4. Key themes in contemporary career theory	<ul style="list-style-type: none"> ● Theories of contemporary career choice and decision-making ● How such theories can relate to your own career management skills ● The role of technology and social media in contemporary career development 	<ul style="list-style-type: none"> ● Recognize key theories of career choice and decision making ● Describe how such theories can be applied to one's own career management ● Evaluate the impact of technology and social media on contemporary career development
03/04	5. Review of internship experiences to date; CV updates	<ul style="list-style-type: none"> ● Identifying skills developed through the internship and semester at QMUL ● Learning how to evidence those skills through specific examples from your internship experience ● Receive feedback on your current CV/resume and online profile(s) 	<ul style="list-style-type: none"> ● Evaluate the specific skills developed by the internship experience ● Describe relevant examples where those skills have been demonstrated ● Develop greater understanding of how to improve your CV/resume and online profile(s)

ASSESSMENT DETAILS

Methods of Assessment and Evaluation:

1. Evaluation of performance by internship supervisor (40%)
2. Four reflective logs on topics set in class and related to the content covered in each of the first four sessions. The logs are to be submitted by email no later than one week after the class. (40%)
3. In-class group presentation (20 minutes) analyzing and contrasting students' internship workplace cultures. (10%)
4. General assessment of the student's attendance and contribution to the group, including the submission of tutorial exercises (action plan and updated CV/resume) (10%)

1. Evaluation of performance by internship supervisor (40%)

This mark will be based on the summative report written by your internships supervisor based on performance during the internship.

2. Reflective logs (40%)

You are required to produce four reflective logs over the course of the semester on topics covered in the first four sessions. Logs are to be 500-600 words in length and need to be submitted by email one week after class.

3. Group presentation (10%)

During the third module session, you are required to create and deliver a 20-minute group presentation with your classmates, analyzing and contrasting your internship workplace cultures.

4. Assessment of contribution (10%)

The module convenors will assess your contribution to the group seminars during the course of the module. This assessment will look at your contribution to group discussion, willingness to engage with other students, and commitment to the programme through relevant reading and analysis, alongside the timely submission of tutorial exercises such as the creation of an internship action plan and an updated CV/resume.

DEADLINE FOR SUBMISSION

Reflective logs are due one week after the respective classes. Submission is via the module VLE site.

If you have any questions, please write to rpk_johnson@yahoo.co.uk.