CIEE Gaborone, Botswana

Course title: Internship
Course code: INSH 3003 BOTS
Programs offering course: Arts and Sciences
Language of instruction: English
U.S. semester credits: 3.00
Contact hours: 45.00
Term: Spring 2021

Course Description
This is an internship through a CIEE course. You will be working with a Botswana organization in the field of your choosing. You will have the guidance of Mentor (On-site supervisor) and Academic Advisor/internship coordinator

Learning Objectives

By completing this course, students will:
- Understand the internal and external demands and dynamics of working in a new environment
- Reflect on the unique learning experiences in Botswana
- Demonstrate the ability to perform tasks and functions assigned at the organization and also be able to perform certain job functions previously unknown
- Increase their preparedness for the world of work through practical experience.
- Contribute to an organization's goals
- Become fluent in working with a cross-cultural team
- Improve practical organizational skills

Course Prerequisites
None

Methods of Instruction

Course schedule is subject to change due to study tours, excursions, or local holidays. Final schedules will be included in the final syllabus provided to students on site.

Assessment and Final Grade
1. On-the-Job Performance 15%
2. Weekly Journals 10%
3. Oral Presentation 25%
4. Final Assignment 50%
   TOTAL 100%

Course Requirements

On-the-Job Performance

You will spend eight (8) hours a week at an organization of their choosing. You will have specific responsibilities, learning outcomes and professional development goals agreed upon by you and your mentor, and detailed in the internship learning agreement. There will be a mid-semester check-in with you, your mentor and the internship coordinator. Your on-the-job performance will be assessed by the internship mentor at the end of the semester.

Weekly Journals

There are twelve due dates for journal entries. You will pick at least 10 of them and submit a journal, 1-2 pages, double spaced (via email to the internship coordinator [gaboroneinternship@ciee.org] and academic advisor [bmaposa@ciee.org]). They are due Friday of each assigned week.

Oral Presentation
You will be given 20 minutes to present to an audience of your peers the details of your internship, projects you worked on, your final assignment as well as challenges and lessons learned. The presentation must have a visual component. The oral presentation grade will be determined based on the following components:

- Background of Organization
- Explanation of Work at Site
- Explanation of Research
  - How You Came Up with a Topic
  - Problem Question
  - Findings
- Challenges/Lessons Learned
- Length

**Final Assignment**

This is a research paper on a topic relevant to the work you are doing on-site (15 pages typed, including Cover Page & Bibliography Page, 1.5 spacing, Calibri Font, 1 inch margins, A4 paper). The final grade will be given by the academic advisor. The final assignment grade will be determined based on the following components:

- Research Proposal
- Literature Review
- First Draft
- Final Paper

**Attendance and Class Participation**

Class will be every fortnight. Attendance will be taken at the beginning of every class period. Lateness will negatively impact your grade. We expect that you will actively participate in class. Any unexcused absence will result in a penalty of 5%. Additionally, late journals/papers will be marked down 5% after the first day and 1% everyday afterwards. NO coursework will be accepted after the last day of class.

**Academic Dishonesty**

Plagiarism is a serious offense. All work that you submit in this class must be your own. Any work that you submit in this class is presumed to be your original work that has not been previously submitted for credit in another course unless you obtain prior approval from the Academic advisor. Each student is responsible for being familiar with the University of Botswana policies on academic dishonesty. Any student engaging in academic dishonesty in this course will receive a 0 on the assignment in question. In more severe cases, the student will be expelled from the program.

**Weekly Schedule**

**Week 1**

Class: Internship placement site visits

**Week 2**

Class: Internship begin

**Week 3**

Class: Internship meeting

Review internship syllabus, discussion on initial internship perceptions and expectations

**Week 4**

Class: No Meeting

Journal 1 due

**Week 5**

Class: Internship Class Meeting

Journal 2 due

Internship Agreement due
Week 6
Class: No Meeting

Student does preliminary reading, narrows the research topic and research questions

**Paper Topic Due**

**Journal 3 due**

**Mid-Semester Break**

Week 7
Class: Internship Class Meeting

Student and advisor agree on a general research topic and identify preliminary research questions

**Journal 4 due**

Readings:


Week 8
Class: No Meetings

**Journal 5 due**

Week 9
Class: Internship Meeting

**Mid-Semester Check-ins**

Students continue literature review and other research

**Journal 6 Due**

Readings:


Week 10
Class: No Meeting

Student submits to the advisor for approval a specific research plan that identifies both final research questions and research methodology

**More Detailed Research Proposal due**

**Journal 7 due**

Readings:


Week 11
Class: Internship Meeting

**Literature Review Due**
Journal 8 due

Readings:
- The Seven Dimensions of Culture: Understanding and Managing Cultural Differences.”

Week 12
Class: No Meetings
Continue research and write first draft

Journal 9 Due

Week 13
Class: Internship Meeting

Journal 10
First draft due
Readings:
- “Hofstede’s Cultural Dimensions: Understanding Workplace Values around the World.”

Week 14
Class: No Meeting
Get comments from academic advisor on draft to edit

Week 15
Class: Internship Meeting

Internship Oral Presentation
Reflections on total time at internship

Week 16
Class: No Meeting

Week 17
Class: Final Week Examination Period
Final Assignment Due

Course Materials
Readings

Cross-cultural communication - http://www.culturosity.com/articles/cross-culturalcommunication.htm

Strategies for overcoming language barriers -

Hofstede’s Cultural Dimensions (understanding workplace values around the world) -

Trompenaars and Hampden-Turner’s Seven Dimensions of Culture -
http://www.mindtools.com/pages/article/seven-dimensions.htm