CIEE Shanghai, China

Course title: Organizational Internship
Course code: INSH 3003 SACS
Programs offering course: Accelerated Chinese Language, Business, Language and Culture, China in a Global Context
Language of instruction: English
U.S. semester credits: 3.00
Contact hours: 45.00
Term: Spring 2021

Course Description

This internship class is comprised in two parts. The first part is to find students an internship job in China. The second part is the lecture taught in the class related to students’ career planning. Finding an internship job for the students is challenging and not guaranteed. It depends on the opportunity provided by the sponsors and the efforts put in by the students. This internship program has been successful in placing students with sponsors every semester. However, to ensure the success of this internship program, students will only be allowed to continue in the class if an internship is secured before the semester begins.

Learning Objectives

By completing this course, students will:

- Produce job application materials in order to become a competitive candidate for open positions and actively participate in the interviewing process.
- Research practical cases and pertinent subjects in the career planning process.
- Establish career planning strategies and identify areas for further professional development.
- Share internship experiences and learn from peers to enhance fundamental skills at work.
- Apply leadership and intercultural skills in order to identify others’ needs, challenges, and motivations; propose thoughtful solutions to challenges; adhere to ethical and socially responsible norms; and communicate effectively and behave appropriately in different workplace contexts.

Course Prerequisites

Three semesters of college-level business, economics, accounting, finance, management, or marketing are required. Chinese language skills are highly recommended and preferred by the sponsoring companies but not required.

Methods of Instruction

The methods of instruction will mostly in the classroom participation. Each student will be monitored for progress on the internship project by submitting daily journals and time sheets weekly. Total combined work and classroom hours will be no less than 120 hours. Current syllabus includes seven 2 hour group meetings and two field trips totaling 14 hours. In addition, an average of 14 hour work week for 9 weeks is scheduled totaling 126 hours.

Assessment and Final Grade

1. Internship Project Report I - Mid-term 15%
2. Internship Project Report II - Final 15%
3. Time Sheet/Journals 10%
4. Mentor Agreement 10%
5. Mentor's Evaluation 30%
6. Participation 20%
TOTAL 100%

Course Requirements

Internship Project Report I - Mid-term
A report is to be prepared before the midterm semester on the process of interview, company background, products, services and projects assigned.

**Internship Project Report II - Final**

A final report is to be prepared for new projects assigned at work after the midterm, summary of experiences learned, and what the student would have done differently given the opportunity to start over.

**Time Sheet/Journals**

Students are expected to prepare ten weekly time sheets on templates established by this class. In the time sheets, a brief description of the work performed and the number of hours worked. Time sheets should be signed by the supervisor and submitted to this class weekly.

**Mentor Agreement**

This agreement between the student and the sponsor must be prepared and signed by both parties. The agreement includes the work time schedule and the scope of work for the internship.

**Mentor's Evaluation**

This is the performance review by the sponsor. This form must be prepared by the Mentor and signed by the Mentor. A list of criteria evaluating the intern’s performance is provided in the form. Both numerical and verbal evaluation in the form will be considered for student’s grade.

**Participation**

Credit will be given for active participation in the class.

**Attendance**

Regular class attendance is required throughout the program, and all absences will result in a lower participation grade for any affected CIEE course. Due to the intensive schedules for Open Campus and Short Term programs, absences that constitute more than 10% of the total course will result in a written warning.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.

For CIEE classes, excessively tardy (over 15 minutes late) students must be marked absent.

Attendance policies also apply to any required co-curricular class excursion or event, as well as to any required field placement. Students may not miss placement/work hours at an internship or service learning site unless approved in advance by the Academic Director and placement supervisor. All students must complete all of the requisite 100 minimum work hours on site at the internship or service learning placement to be eligible for academic credit.

Students who miss class for personal travel, including unforeseen delays that arise as a result of personal travel, will be marked as absent. No make-up or re-sit opportunity will be provided.

Attendance policies also apply to any required class excursion, with the exception that some class excursions cannot accommodate any tardiness, and students risk being marked as absent if they fail to be present at the appointed time.

Absences for classes will lead to the following penalties:
N.B. 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.

**Weekly Schedule**

**Week 1**

Class: Orientation

Description of content: 2 hours class meeting that includes an Introduction of the course syllabus, review each student’s internship position, overview of each sponsor Company, analysis of the Job search and interview process. Review the grading process, paperwork documentation for the class, and the deadlines for each project in the class.

**Week 2**

Class: Career Planning

Description of content: 2 hours class meeting include the strategic planning for students’ career, elements to succeed at work, tactics to build the fundamental skills at work, emphasis in deciding the career objective early on, how to keep the job, building net worth, exit plan for retirement.

**Week 3**

Class: Fundamental Work Skills

Description of content: This lecture includes resume writing/refinement, improve interview skills, office politics, when to find another job, when to ask for a raise, and how to get promoted.

**Week 4**

Class: 16 Hours Work

**Week 5**

Class: Midterm Review

Description of content: This midterm review includes work in process and status of the students’ internship. Will ask the students to share their experiences at work. Discuss issues and problems at work and seek recommendations advice from each other.

Midterm report due (3-5 pages)

16 hours work

**Week 6**

Class: 16 Hours Internship Site
Week 7
Class: 16 Hours Internship Site

Week 8
Class: 16 Hours Internship Site

Week 9
Class: 16 Hours Internship Site

Week 10
Class: 2 Hours Field Trip
NIKE – review of all time sheets/mentor agreement. /mentor evaluation
16 hours internship site

Week 11
Class: 2 Hours -Mentor Evaluation Form Due
16 hours internship site-Final report due (3-5 pages) Last Day of Internship Class

Week 12
Class: What Opportunities For You in China
Description of content: This last lecture includes industries possible for investment or a start up in China. Presentation will include how to apply for business license, establish bank accounts, and setting up a new company in China.
Final Report due

Course Materials

Readings

Online Resources
www.charlesmo.com