



CIEE Moscow, Russia

Course title:	Internship
Course code:	INSH 3003 MBIR
Programs offering course:	Business and International Relations
Language of instruction:	English
U.S. semester credits:	3
Contact hours:	135
Term:	Spring 2020

Course Description

This course seeks to immerse students in a Russian professional working environment. Students will learn how to interact with co-workers, recognize cultural differences, compare teamwork and interpersonal interactions in different cultures, apply academic knowledge in a professional setting, identify opportunities to create value within their organization or company, and to research, propose and present a report.

Learning Objectives

By completing this course, students will:

- Identify and analyze cultural dimensions in the Russian/international work environment
- Explore how to become more sensitive to cultural differences, interactions, and experiences.
- Analyze their own intercultural skills, identify strengths and weaknesses
- Demonstrate understanding and awareness of ethical issues in cross cultural settings
- Market their internship and study abroad experience to further career development
- Relate the internship experience to lifelong learning and career development

Course Prerequisites

None

Methods of Instruction

The course will be run as a seminar where we will identify theoretical background of intercultural adaptation issues through the readings and apply them to experiential situations. In each session the students will work on an intercultural topic incorporating critical incidents from the workplace. The course will be based the insights and experiences of the students as well as the assigned and suggested readings.

CIEE Academic Honesty Statement

Presenting work of another person as one's own, failure to acknowledge all sources used, using unauthorized assistance on exams, submitting the same paper in two classes, or submitting work one has already received credit for at another institution in order to fulfill CIEE course requirements is not tolerated. The penalty ranges from failure on the project to dismissal from the program.

Assessment and Final Grade

1. Goals & Action Plan	5%
2. Weekly Field Journal	15%



3. Informational Interviews	15%
4. Research Paper	20%
5. Revised & Updated Resume	5%
6. Work-Place Supervisor Evaluation	20%
7. Class Participation	20%
TOTAL	100%

Course Requirements

Goals & Action Plan

Student will identify 3-5 **goals** for their internship experience and develop a detailed **action plan** for reaching their goals.

Weekly Field Journal

Over the course of their internships, participants will write **six field journal entries (about 400 words each)** about their internship experience. The instructor might assign a specific topic. In their journal entries, students should reflect on the internship experience and make connections with the readings and the topics discussed in class.

Informational Interviews

Students will conduct **an informational interview** and complete a summary of each interview. The goal of this assignment is to develop networking skills by conducting an informational interview.

Research Paper

Students will also be required to write one **6-8 page research paper (2000-2500 words)** on a topic related to some aspect of the student's internship. Topics should relate to the field of the internship placement or the course themes and topics.

Revised & Updated Resume

Students will submit a revised and updated **resume**, which includes their study abroad and internship experience.

Work-Place Supervisor Evaluation

The seminar is combined with an onsite **work placement** where students must work a minimum of 100 hours on site with an internship sponsor. The job responsibilities of the intern and the weekly work schedule will be negotiable between the student and the onsite supervisor. There will be a final evaluation completed by the onsite supervisor.

Class Participation

Students are required to participate actively in the seminar. The **class participation** grade will be determined by attendance, engagement (active listening and participation), and evidence of completion of assigned readings.



Attendance

Students are not permitted to miss class for unjustified reasons. If you miss more than two classes without a valid excuse, the instructor will automatically lower your final grade by five percent. Additional unexcused absences will result in further five percent reductions. In the case of illness, the student should speak to the instructor to design a plan for making up missed material.

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

Weekly Schedule

Week 1

Class Introduction to the Internship Seminar

Topic Focus for Class:

- Course syllabus and logistics
- Internship placements and logistics of placements.
- Goal setting for internship and study abroad
- Making the most of your internship experience

To do before next class:

- Write your first field journal entry (about 400 words): Thoroughly review the website of your site and your goals and action plan. What is the work they do? What is their mission? How can their mission align with your career goals? What goals have you set for yourself? What will you do specifically to reach your goals?
- Identify 3-5 goals and create an action plan
- Required Reading:
 - “Navigating the Cultural Minefield” <https://hbr.org/2014/05/navigating-the-cultural-minefield>
- Supplemental reading:
 - “How East and West think in profoundly different ways” <http://www.bbc.com/future/story/20170118-how-east-and-west-think-in-profoundly-different-ways>
 - “How to say ‘This is Crap’ in Different Cultures” <https://hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures>

One-on-one session with seminar instructor:

- Review goals and action plan
- Review Learning Contract
- Questions and issues regarding internship placement

Week 2

Class

Topic Focus for Class:



- Discussion of journal entries and initial impressions of internship sites
- Navigating Culture: Exploring Cultural Dimensions

DUE: Journal Entry, Goals and Action Plan, completed Learning Contract

To do before next class:

- Read Alexey Khelbnikov, "Tips on dealing with Russians: Be real, honest and cool,"
<http://www.russia-direct.org/qa/tips-dealing-russians-be-real-honest-and-cool>
- Review 3-5 topics that interest you in the blog "Understand Russia"
<http://understandrussia.com>
- Field journal entry

Week 3

Class .

Topic Focus for Class:

- Discussion of journal entries, readings
- How to Conduct an Informational Interview

DUE: Journal Entry

To do before next class

- Read the Harvard Business Review's "How to get the most out of an informational interview"
<https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview>
- Review the NYU Networking and Informational Interviews Guide, pp. 6-10.
https://wagner.nyu.edu/files/careers/Networking_and_Info_Interviews_Guide_2016_Final.pdf
- Conduct two informational interviews with both an expat and a host country national working in Russia in a field that is of interest to you. Prepare a written summary of each interview (1 page), including who you interviewed and why, questions that you asked, and key takeaways.
- Weekly field journal entries

One-on-one session with seminar instructor:

- Informational interview plans
- Final paper topic
- Questions and issues regarding internship placement

Week 4

Class .

Topic focus for Class:

- Discussion of informational interviews
- Networking
- Explanation of final paper rubric



DUE: Informational interview write ups, Journal Entry

To do before next class:

- Read Donaldson, T. (1996). Values in tension: ethics away from home. Harvard Business Review, 74(5), 48-62.
<https://hbr.org/1996/09/values-in-tension-ethics-away-from-home>
- Do the online activity, "Connect with Haji Kamal" and be prepared to discuss your experiences and decisions in the activity.
<http://www.worldwarfighter.com/hajikamal/activity/>
- Weekly field journal entry

Week 5

Class .

Topic focus for Class:

- Discussion of readings, field journal entries, Haji Kamal exercise
- Cultural Intelligence

DUE: Field Journal entry

To do for next class:

- Papers DUE next week
- Read other student papers before class (session 6)
- Field Journal entry

DUE: Final Papers, share with classmates

Week 6

Class .

Topic Focus for Class:

- Discussion of paper topics

DUE:

- **Review the papers of the other students in class. Be prepared to discuss.**

To do for next class:

- Read Transition Abroad's "How to Sell your Overseas Experience to Employers" by Jean-M
http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing_y
- Print out and bring to class your resume
- Field Journal entry

Week 7

Class .



Topic Focus for class:

- Resume Revision Workshop, Cover Letters
- Career Planning

DUE:

- Field Journal Entry

To do for next class:

- Complete resume revisions
- Final Field Journal entry (about 400 words) What are the three most important things you have learned from your internship experience? How will you use this in the future?

Week 8

Class .

Topic Focus for Class:

- Marketing your International Experience
- Guest Lecture: International Recruitment

DUE: Final Field journal entry, revised resume

SUBMIT: Supervisor evaluation, Student evaluation of internship site, hours log

Course Materials

Readings

Donaldson, T. "Values in tension: ethics away from home." Harvard Business Review, 74(5), 1996, 48-62, hbr.org/1996/09/values-in-tension-ethics-away-from-home

Golubeva, Tatiana. Understand Russia: Stories about Everyday Life in Russia Blog, understandrussia.com/perception-of-work/

Meyer, Erin. "How to say "This is Crap" in Different Cultures." Harvard Business Review, 25 Feb 2014, hbr.org/2014/02/how-to-say-this-is-crap-in-different-cultures

Meyer, Erin. "Navigating the Cultural Minefield," Harvard Business Review, May 2014, hbr.org/2014/05/navigating-the-cultural-minefield

"Connect with Haji Kamal" <http://www.worldwarfighter.com/hajikamal/activity/>

Harvard Business Review's "How to get the most out of an informational interview" <https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview>

Alexey Khelbnikov, "Tips on dealing with Russians: Be real, honest and cool," <http://www.russia-direct.org/qa/tips-dealing-russians-be-real-honest-and-cool>



NYU Networking and Informational Interviews Guide, pp. 6-10.

https://wagner.nyu.edu/files/careers/Networking_and_Info_Interviews_Guide_2016_Final.pdf

Transition Abroad's "How to Sell your Overseas Experience to Employers" by Jean-Marc Hachey

http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing_your_study_ab