

Study Center in Gaborone, Botswana

Course name: Internship
Course number: INSH 3003 BOTS
Programs offering course: Arts & Science
Language of instruction: English
U.S. Semester Credits: 03
Contact Hours: 45
Term: Fall 2018
Course meeting times:
Course meeting place:
Academic Advisor: Basetsana Maposa
Internship Coordinator: Basetsana Maposa
Contact Information: Basetsana: 3554982 / 71296389
bmaposa@ciee.org

Office address: Block 247, Room 433/432, University of Botswana
Office hours: By Appointment

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

- Learn to work successfully in a new environment;
- Meaningfully contribute to the organization and the community it serves;
- Gain valuable work experience;
- Have the opportunity to reflect and learn throughout the internship.

Course Prerequisites

None.

Assessment and Final Grade

- | | |
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| 1. On-the-job performance: | 15% |
| 2. Weekly journals: | 10% |
| 3. Oral Presentation: | 20% |
| 4. Final Assignment: | 45% |
| 5. Attendance and class participation: | 10% |

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@ciece.org] and academic advisor [bmaposa@ciece.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

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 Aug 14-20	Student Internships begin
Week 2 Aug 21-27	Internship Class Meeting
Week 3 Aug 28- Sep 3	No Meeting Review internship syllabus, discussion on initial internship perceptions and expectations
Week 4 Sep 3-9	
Week 5 Sep 11-17	Internship Class Meeting
Week 6 Sep 18-24	No Meeting Student does preliminary reading, narrows the research topic and research questions Paper Topic Due Internship class meeting

Week 7

Sep 25-Oct 1

Sep 30

Oct 1

Botswana Independence day
Botswana Day

Week 8

Oct 3-9

Mid-Semester Break **Internship class meeting**

Week 9

Oct 9-15

Mid-Semester Check-ins

Week 10

Oct 16-22

Internship Class Meeting

Students continue literature review and other research

Week 11

Oct 23-29

No Meeting

Literature Review Due

Week 12

Oct 30-Nov 5

Week 13

Nov 6-12

Internship Final Assignment due

Week 14

Sep 13-19

Week 15

Sep 20-26

Internship Oral Presentation

Week 16

Sep 27-Oct 2

Suggested Readings

Berardo, Kate. "Ten Strategies for Success Abroad." *Culturocity.com*. 2003, 2004.

<http://www.culturocity.com/articles/Ten%20Strategies%20for%20Success%20Abroad.htm>

Cross-cultural communication - <http://www.culturocity.com/articles/cross-culturalcommunication.htm>

Strategies for overcoming language barriers -

<http://www.culturocity.com/articles/Ten%20Strategies%20for%20Effective%20Communication.htm>

Hofstede's Cultural Dimensions (understanding workplace values around the world) -
http://www.mindtools.com/pages/article/newLDR_66.htm

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