Course Title:	**Internship Seminar**
Course Code:	**OVEI INPR 210**
Subject:	**Internship**
Credits:	**4**
Contact Hours:	**192 (including 12 hours of individual faculty contact/lectures and 180 hours of work placement contact)**
Semester/Term:	☒ **Semester**
Course Description:	A dynamic experiential education course providing the academic structure to maximize a student's learning from an internship experience and connect it to both their course of study and their career aspirations. The course includes frequent professional networking opportunities for interns across our global centers as well as guest lectures from acclaimed professionals in relevant fields.
Course Requirements:	**Required Text** There is no required text. Readings will be assigned according to placement location and available in Canvas. **Assignments**

Course Requirements	Percentages
Placement Goals	5 %
Class and Guest Lecture Participation	25 %
Diversity and Inclusion Policy Proposal	10 %
Organizational Structure Analysis	10%
Digital Resume Portfolio	10%
Student Conference Project and Presentation	20%
Final Personal Reflection Paper	20%
Total	100%

Placement Goals (5%)
Students will create placement goals that they will develop while participating in their internship. These goals should be discrete and achievable, as well as specific to the student's assigned placement, rather than the internship program in general. Goals will be tied to learning areas: Academic Engagement, Cultural Exploration, Career Development, etc. Ensure that you have researched your company and reflected on the interview process and the opportunities identified during this process.

Class and Guest Lecture Participation (25%)
Consistent and meaningful participation is critical to student success in this course. Commentary and questions should be well-thought out and demonstrate

engagement with the readings, discussions, and guest lecture presentations. The Participation grade is divided as follows:
- in-class and written comments on readings 10 %
- guest lectures 20% (pre-meeting questions or questions asked live; video/written comments after the lecture; reaction to other student's comments on guest lectures)

Diversity and Inclusion Policy Proposal (10%)
Based on a report provided by the instructor, students will investigate their internship placement workplace policies on diversity and inclusion, as well as their own individual observations of their experiences with diversity and inclusion at the organization. Students will provide a critique of what they have experienced in the form of a written proposal of 1000 words on how to address and/or change issues of diversity and inclusion they have uncovered, witnessed, or experienced at the workplace.

Organizational Structure Analysis (10%)
Based on an article provided by the instructor, students will examine the organizational structure and lines of command of their workplace organization and think about the kind of workplace they would like to work at after graduation. The written analysis should be 500 words and include one slide to be presented in class.

Digital Resume Portfolio (10%)
Students are to construct a digital professional portfolio. This portfolio needs to include a resume, an updated Linkedin (or relevant alternative) profile and a cover letter in response to a chosen live job advert. The Portfolio will be presented in class and discussed with the other students and with the Professor. The presentation has to last no more than 15 minutes per student and should address how any professional goals may have changed.

Student Conference Project and Presentation (20%)
During the final week of placement, students will have to present a group project for the Student Conference on a topic chosen among those covered by the guest lectures: International Networking, Circular Economy, Diversity & Inclusion. Students will select and consult at least three academic papers on the topic. These articles serve to analyze a case study in line with the topic and apply the new theoretical concepts. The case study is based on any organization that demonstrates a best practice in the field or it can be one of the companies/organizations a student is placed with. As part of the project students will create a 30 minute presentation to be discussed in class addressing the case study and any potential proposal recommendations as a result of the case study analysis.

Final Personal Reflection Paper (20%)
Students are to reflect on their placement experience and consider:
- What did I learn about my industry?
- What did I learn about local workplace culture?

	- What did I learn about myself as a professional? - Considering the Placement goals at the beginning of the internship, was I able to achieve them? If not, why? All the questions must be addressed, although students can place greater emphasis on a particular question if necessary. (1,000 words and two external sources)
Learning Outcomes and/or Expected Student Competencies and Assessment Measures:	On completion of the course, students should be able to:

Learning Outcomes	Course Requirement that will be used to assess the student's achievement of this outcome
Critically analyze and evaluate the cultural, economic, and political dynamics encountered during the placement experience.	Diversity and Inclusion Policy Proposal; Organizational Structure Analysis; Final Personal Reflection Paper
Assess personal strengths and evaluate areas in which to improve in order to better position oneself in the competitive marketplace.	Placement Goals; Digital Resume Portfolio; Final Personal Reflection Paper
Identify possible learning opportunities they may encounter in a practical experience and create a plan to maximize those opportunities.	Placement Goals, Final Personal Reflection Paper
Synthesize their own reflections on practical experiences with those of peers and connect that learning to future goals.	Student Conference Project and Presentation; Final Personal Reflection Paper
Articulate how an out of class learning experience (i.e. the work placement) has affected their development as a student and a budding professional, and how the course (including the placement) may affect their approach to academics, work, and career in the future.	Digital Resume Portfolio; Student Conference Project and Presentation; Final Personal Reflection Paper

Course Outline:

Session	Topic
Session 1	Introduction to the course and the virtual placement experience
Session 2	Understanding local workplace culture
Session 3	Guest Speaker Lecture and Discussion: Networking
Session 4	Navigating the digital workspace

	Session 5	Organizational Structures
	Session 6	Guest Speaker Lecture and Discussion: Diversity and Inclusion
	Session 7	Diversity and Inclusion in a Local and Global Context
	Session 8	Guest Speaker Lecture and Discussion: The Circular Economy
	Session 9	The Future of Work
	Session 10	Digital Resume Workshop
	Session 11	Digital Resume Portfolio Presentations
	Session 12	Student Conference
Other Policies:	**Expectations** Professional behavior is expected of all students. This includes preparation for classes, on-time attendance at classes, attendance at all group sessions and appropriate participation in the form of attentiveness and contributions to the course. Respect for the academic process is the major guiding principle for professional behavior and extends to all communications, including email. **Attendance/Participation** Prompt attendance, full preparation, and active participation in class discussions are expected from every student in every class session. **Course Policies** For email communications, students must use their Arcadia University email account. Students are responsible for any information provided by e-mail or through postings in the learning management system. This syllabus is subject to change, and any changes will be communicated to you via email or the learning management system. **Plagiarism** Representation of another's work or ideas as one's own in academic submissions is plagiarism, and is cause for disciplinary action. *Cheating* is actual or attempted use of resources not authorized by the instructor(s) for academic submissions. Students caught cheating in this course will receive a failing grade. *Fabrication* is the falsification or creation of data, research or resources to support academic submissions, and cause for disciplinary action. **Late or Missed Assignments** Will not be accepted for grading. **Students with Disabilities** Persons with documented disabilities requiring accommodations to meet the	

expectations of this course should disclose this information while enrolling into the program, and before leaving the United States so that appropriate arrangements can be made.

Title IX Statement

Arcadia University is committed to providing a learning, living, and working environment that is free from discrimination. The University has an Interim Policy Prohibiting Sexual Harassment and Sexual Misconduct detailing our commitment to preventing and addressing such behavior. I understand the impact that sexual harassment and sexual misconduct can have and am committed to doing my part to foster an environment that is safe and equitable.

Please know that all faculty on campus are mandatory reporters. This means that if you disclose an experience of sexual harassment or sexual misconduct to me outside of a classroom discussion, a writing assignment, or a University-approved research project, I must share what you reported to me with the Director of Arcadia's Office of Equity and Civil Rights/Title IX Coordinator, Nora Nelle (nellen@arcadia.edu). This does not mean that you will have to pursue an investigation or go through a grievance process. Even if you do not choose these options, the Office of Equity and Civil Rights/Title IX can provide supportive measures and other resources to you.

If you or someone you know has experienced sexual harassment or sexual misconduct, please know that you are not alone. If you would like to speak to someone confidentially, confidential resources are provided on the Office of Equity and Civil Rights website

Prerequisites:	None.
Country and Program Connection:	Academically-based internships offer a unique opportunity for students to make the most of their time as learners and burgeoning professionals in their community. Globally based internships afford students an opportunity for integration into their organizational community through authentic relationships, often built across lines of difference and offering learning outcomes beyond students' initial scope of study.