BOSTON UNIVERSITY

Rabat Internship Syllabus – FALL PROGRAM

Boston University Morocco Programs

Rabat Arabic language & Internship Program- Fall 2018

Internship Syllabus

Introduction:

The internship is an academic course based on independent inquiry guided by faculty direction. It allows students gain insights into the workings of professional work environments. It allows students combine practical work experience with academic analysis. The written work—based on research, analysis and critical reflection—makes the internship an intellectually challenging experience.

You will have a supervisor in the host organization but your learning experience depends very much on your own initiative and positive attitude. You will need to display maturity, independence and self-motivation.

Attendance at internships is mandatory and is monitored. Unexcused absences from the internship will result in a lower grade, and if persistent, failure of the course. Non-submission of the required written work results in an automatic Fail.

All questions of an academic nature (written work) should be directed to your Academic supervisor. All questions or concerns about placements and anything that happens at work should be directed to your internship supervisor.

internship supervisor is available for set office hours in advance, or by appointment via email. Meetings and office hours will take approximately 20 minutes, and may include an informal discussion involving both the on-site supervisor and the intern. Please note: you or your supervisor may request a site visit at any point during the internship. You can also request office hours and discuss your internship with your Resident Director at ANYTIME.

All students must retain an electronic copy of all written work submitted for assessment.

INTERNSHIP DESCRIPTION
An internship work experience is considered to be a good practice for students to gain knowledge and professional skills in their field of studies. It allows students to use their academic achievements as well as their personal input in a real training experience to determine a deeper interest in a specific career, build up a network of contacts and apply the “classroom education” to the real world. Internship abroad offers further opportunities in living this experience in an international framework and adding extra language knowledge to the intern’s resume.

Rabat Internship is an academically-directed, for-credit, unpaid training program through which students will gain practical work experience under both an academic and a professional supervision and guidance. One of the main objectives of this program is to help you value yourself and the world of work. Thus, you are expected to fully read and comprehend this syllabus and the Intern handbook, both designed to assist you prepare for and conduct your internship.

Placements are contingent upon the students’ past experiences, professional interests, and relevant academic history, as well as the availability of opportunities in any given summer; flexibility is essential. The internship comprises academic components including:

- Internship portfolio consisting of weekly reports, field research, and analysis
- Participation in a weekly seminar meeting
- A supervisor’s evaluation

AIMS AND OBJECTIVES

Aims: To provide a coherent, systematic and analytical interpretation of the internship program. Therefore it is essential to combine academic coursework with the work experience. These two strategies: theoretical and professional are designed to complement each other. The course will be academically directed, as the work experience is unpaid, it is for-credit assessment. The internship placement itself cannot otherwise be conceived as part of the academic program.

The academic graded credits are based on the requirements detailed below in the course syllabus. Its scheduling is such as to allow the student to work during the internship, while allowing contact hours for the accompanying seminar based sessions.

Objectives:

- To ground students in the working process of the host culture
- To enable an increased understanding of professional practice.
- To experience the world of work and get the opportunity to understand yourself, your future career choices and enforce the education you have been given in the classroom.
- To combine academic experience with practice
- To complete a four-credit course

PREREQUISITES
COURSE REQUIREMENTS

Program Expectations

While your final written project, portfolio and participation count for 80% of the final grade, your attendance, performance and attitude are very important and constitute a large part of the supervisor’s evaluation which is 10% of the course overall grade. You are expected to practice and maintain a professional behavior at work, including respect, manners, timeliness and appropriate dress code. Attendance at the internship and pro-seminar hours is rigorously monitored and required. There could be no arrangements made to allow students to take time off for traveling or other personal activities. Any unexcused absences will systematically result in a lower grade, if not to the failure of the course.

Internship Final Goals

You are expected to provide by the end of the program a comprehensive and personal record of your experience through a Portfolio, as well as an objective scholarly assessment Project Paper. Both the Portfolio and Project Paper will be graded on content, organization, presentation and the proper attribution of bibliography and footnotes.

Evaluation & Grading

Although your placement is intended to provide you with practical professional experience, it is also an academic course, during which you are expected to submit assignments regarding your work. These assignments are designed to maximize the internship experience and integrate your education with real world job opportunities.

The final grade will be based upon the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Portfolio</td>
<td>30%</td>
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<tr>
<td>Project Paper</td>
<td>40%</td>
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<tr>
<td>On-site Supervisor’s Evaluation</td>
<td>10%</td>
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<tr>
<td>Attendance &amp; Active Participation</td>
<td>10%</td>
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<tr>
<td>Oral Presentation and/or defense of work</td>
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THE PORTFOLIO (30%)

A Portfolio is a set of three reflection essays to record and assess your experience in the internship on an on-going basis, combining a descriptive record of your daily work as well as a detailed analysis of the workplace, the field of work based on daily informed observations and colleagues’ interviews/conversations. The Portfolio is a key element in the placement learning process and the self-assessment of your personal and professional contributions and achievements within your host organization.
The Portfolio must be an in-depth assessment and reflection of the internship and should include substantive information regarding observations made during your daily work experiences. It should analyze the internship experience and learning outcomes at the (a) cognitive (b) affective and (c) behavioral levels.

Goals:

- Reflect on the cognitive and affective learning the students experienced this semester through analyzing specific, concrete experiences
- Identify action steps going forward, the behavioral To Dos the students will implement in the future based on that learning.

Each of the three essays should include the following elements:

- Articulate what you learned (cognitive) about something (yourselves, your home culture, Moroccan culture, and/or NGOs)
- Articulate what felt (affective) about the experience
- Identify and develop next steps, what you intend to do as a result of this learning (behavioral). How will you use and apply the insights, action steps to take to apply the new knowledge, values, beliefs and skills in the future. What will you continue doing (because it was successful)? What will you stop doing (that was less successful)? What will you try new?

Topics to consider when writing your entries:

- Cultural analysis of the internship experience and the work environment language use, non verbal behavior, communication styles, and/or cultural values)
- Examination of interpersonal workings and communication methods used in the workplace
- Description of the Organization’s Structure and Knowledge of its Work
- Description of your on-site activities
- Evaluation of your work contributions to the host organization
- Assessment of your personal and professional development

The first entry in your Portfolio should be framed around an Introduction to your placement experience, including information about your personal and professional objectives. Please, remember to include at the beginning of your entry the name of your hosting organization, the field of work you are placed in and an overview of the organization’s mission statement, management structure, and communication characteristics. Discuss what you hope to learn from this internship and why. You may use the exercises done in the orientation session on what you are looking forward to, what your challenges will be, and what your definition of success is, to develop this essay and frame your objectives.

Your final entry should be both a wrap-up and a forward looking essay, and include a detailed summary of your work achievements within the organization. As a conclusion, discuss what professional, academic, and personal impacts the internship had on you,
explaining what you learned about yourself and how you did or did not meet the learning objectives and expectations mentioned in your first entry.

The Portfolio entries should be electronically submitted on a weekly basis to your Academic Supervisor. Write your name, the host organization’s name and the date at the beginning of each entry. It is up to you whether you write your entries on a daily or a weekly basis, as long as you submit **two-pages** for each entry. **Times font, double-spaced, 1” margins.** Portfolios will be graded on content, spelling, grammar, and presentation. Portfolio entries should be submitted to your Academic Supervisor **via email, and any hard copy supporting materials during the pro-seminar.**

Company literature, PR releases, newspaper articles, meeting reports and samples of your own work could be all used in your Portfolio to help the reader gain a better understanding of the hosting organization. You may include these documentations as accompanying attachments to your electronic entries, or hand directly to your Academic Supervisor if you only have hard copies. It is your responsibility to gain permission from your organization for the use of these documentations. You may assure your placement organization that those will only be used for educational purposes and will be kept confidential, as the grader will only review them in order to grade your Portfolio.

**THE PROJECT PAPER (40%)**

By the end of the program, you are expected to submit a final Project Paper, a scholarly essay based on a main topic that you previously discussed and agreed upon with your Academic Supervisor. **The Project Paper must NOT be an extension of your Portfolio or a personal compilation of the internship.** The paper should be relevant to your host organization and its field of work and must be supported by academic research and a bibliography. You may use interviews with your colleagues as research materials, which have to be properly cited in your bibliography. Other academic sources you have to include in your paper are books, journals or periodicals **properly cited in the bibliography and footnotes.** The Project Paper should be 8-10 pages long, Times font, double-spaced, 1” margins.

You are required to submit electronically to your Academic Supervisor the weekly entries (total of 3 entries) as scheduled as well as, a one-page proposal for your academic paper, a bibliography and an outline. Individual meetings to discuss your paper topic will be organized according to your weekly schedule and announced in advance. All due papers and entries should be emailed on the dates and times they are due.

**ON-SITE SUPERVISOR'S EVALUATION (10 %)**

Your on-site supervisor will be both submitting regular reports on your work to your Academic Supervisor who is required to write half-a-page evaluation of your internship experience by the end of the program. **The evaluation will be an assessment of your on-site performance, based on your professional competence, attendance, attitude, communication skills, respect of punctuality and employer’s regulations, and respect of an appropriate dress code.** The evaluation will also be based on your active participation
and attendance to the Pro-seminar and the timely submissions of the required written work.

ATTENDANCE & PARTICIPATION (10 %)

Attendance to all Pro-seminar sessions and placements hours is mandatory and part of the final grade. Unexcused absences and failure to attend any scheduled meetings/activities will affect your course grade. You are required to actively participate in all the course components and are solely responsible of requesting office hours with the program staff.

A schedule for the Pro-seminar sessions and placements will be provided to you at the end of this handbook.

ORAL PRESENTATION / DEFENSE OF WORK (10 %)

The oral presentation will be a moment for you to talk about important and interesting aspects of your internship experience in an engaging way. This is when you can share your feelings and your personal thoughts in the presence of the people you have worked with. You will have 15 minutes to present your project, make people interested in your work and what you have achieved in an informative and creative way. Visual aids are strongly encouraged, as well as the use of Arabic language.