



INTERNSHIP SYLLABUS SPRING 2016

ASSESSMENT COMPONENTS:

- 20% - Industry Research Report (Assignment #1)
- 20% - BU Advisor Evaluation
- 30% - On-site Supervisor Evaluation
- 30% - Cultural Analysis (Assignment #2)

INTERNSHIP CALENDAR:

Participation in and completion of all of the events and assignments listed below is compulsory in order to fulfil the academic requirements of the internship program.

DATES	EVENT
14 January – 7 March	BU Advisor Interviews and Placement Period
Thursday 18 February	Internship Class #1- 6.00pm
TUESDAY 8 MARCH	INTERNSHIPS BEGIN
Wednesday 30 March	Assignment #1 Due – 8pm
Week beginning Mon 21 Mar	Advisor Progress Meetings
Wednesday 6 April	Internship Class #2 - 6.30pm
Wednesday 13 April	Assignment #2 Due – 8pm
Monday 18 April	One-Page Overview Due no later than 9am (electronically)
Week beginning Mon 18 Apr	Advisor Exit Meetings
FRIDAY 22 APRIL	INTERNSHIPS CONCLUDE

ADVISOR ASSESSMENT DETAILS:

BU Advisor Evaluation – 20%

Your BU Advisor will interact regularly with you throughout the semester. Your ability to communicate effectively and professionally will play an important role in this portion of your overall grade. **Ahead of your Advisor Exit Meeting you will be required to electronically submit a one-page overview of your internship site to your advisor outlining your experience.** Your Advisor will provide additional details on what they require with this overview later in the semester.

On-site Supervisor Evaluation – 30%

Your direct supervisor at your internship site completes the primary measurement of your performance at the workplace. A sample Internship Evaluation can be found in the Handbook. Your BU Advisor will provide this form to your Internship Supervisor. Please note the criteria within this form, as your ability to excel in these areas will dictate the quality of your overall evaluation.

ACADEMIC ASSESSMENT DETAILS:

Both assignments are to be submitted through the library before the relevant deadlines, attached with a cover sheet and time/date stamp. Please read the guidelines carefully as you will be assessed on that basis. Penalties will apply for late submission.

Plagiarism - *All students are responsible for having read the Boston University statement on plagiarism, which is available in the Academic Conduct Code. Students on a BU Program are advised that the penalty for cheating on examinations or for plagiarism may be "...expulsion from the program or the University or such other penalty as may be recommended by the Committee on Student Academic Conduct, subject to approval by the Dean".*

Assignment #1 – Industry Research Report – 20%

1000-1200 Words (max 1200 words) (Please add word count to report) Due: March 30 by 8pm

The purpose of this assignment is to demonstrate an understanding of the organisation in which you are working. Using elements based on your internship site, ***your report should be presented under the following headings below*** (250-300 words per heading):

1. The organisation's history, structure and alignment to its industry
2. How the organisation promotes its product and/or services
3. How your role as an intern fits into the organisation's structure and mission
4. The organisation's strategies for success, including global strategies if applicable

Multiple sources should be utilized to complete this assignment, including discussing the assignment with co-workers and supervisors. All materials (e.g. interviews, websites, promotional material) should be referenced and sourced in the appropriate manner, **including citations and a bibliography**. In accordance with our academic policies work submitted without a bibliography will not be eligible for a grade of higher than "B+". Sources must be referenced using the Harvard Style Guide, which is available on Blackboard Learn under the Internship Code. Do not use confidential workplace material.

Should you require any further clarification on any of the above a consultation with your advisor during office hours should help clarify any concerns.

Assignment #2 – Cultural Analysis of the Internship Experience – 30%

1200-1500 Words (Please add word count to essay) Due: April 13 by 8pm

The Australian internship is often a platform for a wide range of learning experiences. Primarily, it provides a view into Australian culture and can also offer a point of comparison with your own culture. Some students see the internship placement as a means to further practical skills and translate academic knowledge into a vocational setting in the hope of advancing their future career; however, a primary focus of the internship placement should be cultural. In approaching this essay, consider both the similarities and differences between Australian and USA (workplace) culture.

ESSAY PROMPT:

*Critically analyse and reflect upon the cultural aspects of your internship experience as well as the subsequent insights you have gained about the wider Australian culture. Consider how your perception of the US workplace (or the US in general) has changed since you began working in Australia. Describe and justify what you see as the **cultural** strengths and weaknesses between the two environments.*

ELEMENTS FOR CONSIDERATION:

Although this is your personal reflection, try to 'step back' and look at your experiences objectively. Do not simply produce a monologue about what you liked or didn't like, nor offer moral judgements. Originality of interpretation and analysis will be rewarded appropriately. Several points to consider include:

- Have you faced any challenges in the workplace? If so how have you dealt with them? Can you attribute these challenges to cultural differences?
- If you have identified cultural differences in your workplace, is it possible to attribute these differences to national, industry or management factors?

Multiple sources should be utilized to complete this assignment, including discussing the assignment with co-workers and supervisors. All materials should be referenced and sourced in the appropriate manner, **including citations and a bibliography**. Sources must be referenced using the **Harvard Style Guide**, which is available on Blackboard Learn under the Internship Code. In accordance with our academic policies work submitted without a bibliography will not be eligible for a grade of higher than "B+".