



Boston University Global Programs  
Study Abroad Sydney

## SYDNEY INTERNSHIP PROGRAMS COURSE SYLLABUS

### Components of this Course:

200+ Hour Internship Placement;  
Compulsory Workshops (as indicated);  
Compulsory Mentor/Advisor Meetings.  
(see schedule and further details below)

**Course Credits** 4 BU Credits  
**Hub Units** 1 BU Hub Unit: Individual in Community  
**Blackboard** <https://learn.bu.edu> "IP999 SY" Sydney Internship

### SYDNEY INTERNSHIP PROGRAM LEARNING OUTCOMES

The Sydney Internship Program learning outcomes noted below complement the course learning objectives.

#### SIP Learning Outcome 1

- Demonstrate a strong knowledge and critical understanding of Australian culture and society, through discipline-specific course content linked to the country and its place within the Asia-Pacific region. (Course objectives 2, 3)

#### SIP Learning Outcome 2

- Demonstrate an understanding, through the internship placement and attendant academic course components, of Australia's workplace culture, and of the specific professional context of the internship site, its mission, challenges, and constraints. (Course objectives 2, 3, 4, 5, 6)

#### SIP Learning Outcome 3

- Develop a cross-cultural perspective on academic disciplines and an ability to experience people and events through the perspective of the Australian culture, thereby gaining insights about your home culture. (Course objectives 1, 2, 3, 5)

#### SIP Learning Outcome 4

- Demonstrate greater sensitivity to, understanding of, and tolerance for ambiguity and multiple philosophical positions and an increased awareness of cultural difference. (Course objectives 1, 2, 3, 5)

### HUB "INDIVIDUAL IN COMMUNITY" LEARNING OUTCOMES

- Students undertaking this course participate in an international industry placement, which will offer multiple opportunities to explore cultural differences and add value to, and/or challenge, a student's own world views and beliefs. Students may encounter socio-economic, political, and gender differences in their internships from which they can judge, contribute to, and reflect

upon how such an internship team, as a microcosm, can mirror the social and cultural well-being of Australia, and the wider world.

- During, and on completion of this course, the student will gain experience in an international industry placement. Each student's role will build on their previous experience and they may be working within a community of both Australian nationals and international groups. This will likely include professionals of various genders and religions, who hold individual political, socio-economic, or cultural beliefs. Because of these dimensions, students will participate respectfully in accommodating all such differences within their internship community. A student's ability to adapt, accept, and become part of such a blended community, and to work as an active member in this diverse workplace, is essential to all aspects of life in the 21st century.

## COURSE CODES

CAS AH505	Internship in Arts/Arts Administration
CAS EC497	Internship in Business/Economics
CAS PO401	Internship in Politics
CAS PO405/IR455	Internship in International Organization
CAS PS495	Internship in Health and Human Services
COM CM471	Internship in Advertising/Marketing/Public Relations
COM FT493/4	Internship in Film and Television
COM JO413	Internship in Broadcast Journalism
COM JO411	Internship in Journalism
SHA HF390	Field Placement in Hospitality Administration
SAR HS410	Field Placement in Human Physiology (SAR students only)

## INTERNSHIP DIRECTOR / PROGRAM COORDINATOR

<b>Name</b>	Jenna Tomlinson
<b>Position</b>	Assistant Director, Internships & Student Affairs
<b>Email</b>	<a href="mailto:jmmr@bu.edu">jmmr@bu.edu</a>

## INTERNSHIP ADVISORS

### ADVISOR NAME      ADVISOR EMAIL

Sinead Brennan	<a href="mailto:sineadb@bu.edu">sineadb@bu.edu</a>
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**Office Location**      Boston University Sydney Academic Centre  
15-25 Regent Street  
Chippendale, NSW 2008 AUSTRALIA

**Office Hours**      Monday-Friday by appointment or as scheduled

## QUESTION-DRIVEN COURSE DESCRIPTION

- What is your motivation for undertaking an internship in Sydney?
- How is Australia's workplace culture unique and/or different from your own culture?
- What are your goals for this internship and long-term career aspirations?
- What have you contributed to your host organisation?
- What have you learned about your host organisation and industry?
- How has this experience strengthened your intercultural and professional skills?
- What have you learned about yourself?

## HOW STUDENTS WILL ANSWER THE ABOVE QUESTIONS

The BU Sydney Internship Course is an experiential learning class with guided mentorship, supervision, and reflection. Students will complete more than 200+ hours of industry placement in an Australian workplace over a period of 7 weeks. Throughout the course and placement, students are required to actively participate in 4+ advisor meetings/mentoring sessions with their internship advisor, write 2 reflective pieces (1 x 300-400 words, 1 x 500-600 words); attend 5 skill-building workshops, write 4 Blackboard Posts (4 x 150 words), and complete 2 written assignments (Industry Report: 1100-1300 words; Cultural Analysis: 1400-1600 words). These activities complement each student's vocational training by integrating current literature, encouraging reflective learning, and fostering the development of essential intercultural and professional competencies.

## COURSE LEARNING OBJECTIVES

Successful completion of this course will allow students to:

1. Apply classroom acquired skills and knowledge to a professional workplace setting in Australia through work-integrated learning;
2. Strengthen their understanding of Australian workplace culture and their own cultural identity;
3. Develop a deep understanding of what it takes to work respectfully in and with other cultures and communities as part of an increasingly globalized world;
4. Reflect critically on their contributions to their host organisation and overall internship experience;
5. Develop key professional competencies such as; global/multi-cultural fluency, critical thinking, teamwork, professionalism, and oral/written communication;
6. Gain a deeper understanding of their industry and professional identity, including being able to identify their skills, achievements, career aspirations, and areas necessary for professional growth.

## ACADEMIC ASSESSMENT

### ACADEMIC CONDUCT STATEMENT

All students attending courses under the auspices of BU Sydney must have read BU's policy on academic honesty and understand the consequences of cheating or plagiarism. Within this course, all submitted written work is expected to be that of the individual and only class exercises are collaborative efforts, as indicated. Please see BU's Academic Conduct Statement: [www.bu.edu/academics/policies/academic-conduct-code/](http://www.bu.edu/academics/policies/academic-conduct-code/)

Students on a BU Program are advised that the penalty for cheating 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 COMPLETION, SUBMISSION, & LATE WORK

Completion of all assignments is compulsory. Please read the submission guidelines for each task carefully as you will be assessed on that basis. Penalties will apply for late submission. Unless there is a verifiable extraordinary circumstance (including religious observance), there will be a grade deduction imposed which amounts to 5% of the assignment grade per day.

## GRADING SCALE

For this course, the following grading scale is used:

A	94 - 100	C+	77 - 79
A-	90 - 93	C	73 - 76
B+	87 - 89	C-	70 - 72
B	83 - 86	D	60 - 69
B-	80 - 82	F	0 - 59

## OUTLINE OF ASSESSMENT TASKS & KEY DATES

1. **200+ Hours of Industry Placement – (complete/incomplete)**
2. **2 x Site Performance Evaluations & Internship Attendance – (weighting: 20%)**
  - a. Midterm Evaluation - 5% (complete /incomplete)
  - b. Final Evaluation - 15%
3. **5 x Workshops & 4 Blackboard Posts – (weighting: 10%)**
4. **4+ Advisor Meetings/Mentoring Sessions – (weighting: 10%)**
5. **2 x Reflections – (weighting: 20%)**
  - a. Initial Reflection & Goal Setting - 10%
  - b. Final Reflection - 10%
6. **2 x Assignments - (weighting: 40%)**
  - a. Industry Report - 15%
  - b. Cultural Analysis - 25%

## KEY DATES:

Arrival – End of Week 7, Session 1	Internship Placement Period & Pre-Placement Meetings w/Advisors (Interview Prep, CV Building, Portfolio and Written Work Development)
Thursday, Orientation Week	Workshop #1 - 10:30am
Thursday, Week 1, Session 1	Blackboard Post due by 10am Workshop #2 - 10:30am
Wednesday, Week 7, Session 1	Blackboard Post due by 6pm Workshop #3 - 6:30pm
Monday, Week 1, Session 2	Initial Reflection due electronically by 8pm
Tuesday, Week 1, Session 2	Internships Begin
Wednesday, Week 1, Session 2	Blackboard Post due by 6pm Workshop #4 - 6:30pm
Monday, Week 3, Session 2	Midterm Progress Meetings w/Advisors Begin Today Industry Report due through the library by 8pm

Tuesday - Friday, Week 3, Session 2	Students should initiate & participate in their Midterm Site Evaluation Meetings this week
Wednesday, Week 4, Session 2	Blackboard Post due by 6pm Workshop #5 - 6:30pm Midterm Site Evaluations due at the start of class
Wednesday, Week 5, Session 2	Cultural Analysis due through the library by 8pm
Sunday, Week 6, Session 2	Final Reflection due electronically by 8pm
Monday, Week 7, Session 2	Final Progress Meetings w/Advisors Begin Today
Friday, Week 7, Session 2	Internships Conclude

#### WEEK-BY-WEEK CALENDAR:

WEEK	DATE	ACTIVITY	DUE
Orientation Week Through Session 2 Week 1	Arrival to Session 2 Week 1	Internship Placement Period & Pre-Placement Meetings w/BU Advisors	*See student participation and expected workload listed below. Will vary between students as to how much is involved.
Orientation Week	Thursday	Workshop #1 - 10:30am	
Session 1 Week 1	Thursday	Workshop #2 - 10:30am	Blackboard Post due by 10am
Session 1 Week 7	Wednesday	Workshop #3 - 6:30pm	Blackboard Post due by 6pm
Session 2 Week 1	Monday		Initial Reflection due electronically by 8pm
Session 2 Week 1	Tuesday	Internships Begin	
Session 2 Week 1	Wednesday	Workshop #4 - 6:30pm	Blackboard Post due by 6pm
Session 2 Week 3	Monday	Midterm Progress Meetings w/Advisors Begin Today	
Session 2 Week 3	Monday		Industry Report due through the library by 8pm
Session 2 Week 3	Monday-Friday	Students should initiate & participate in their Midterm Site Evaluation Meetings this week	
Session 2 Week 4	Wednesday	Workshop #5 - 6:30pm	Blackboard Post due by 6pm Midterm Site Evaluations due at the start of class
Session 2 Week 5	Wednesday		Cultural Analysis Due through the library by 8pm
Session 2 Week 6	Sunday		Final Reflection due electronically by 8pm
Session 2 Week 7	Monday	Final Progress Meetings w/Advisors Begin Today	
Session 2 Week 7	Friday	Internships Conclude	

## ASSESSMENT DETAILS

### 1. 200+ HOURS OF INDUSTRY PLACEMENT (COMPLETE/INCOMPLETE)

Internship Placement: Tuesday - Friday, Session 2 Weeks 1-7

Prescribed days of work will be Tuesday through Friday (unless otherwise arranged by your advisor/site) for the seven-week session. 100% attendance is expected throughout the placement period. All students will complete 200+ hours at the workplace. Please read the "Internship Attendance" section below for further details.

We recommend that you take detailed notes each day of your internship. Journaling is a powerful tool for reflection and will help you to complete the assignments required for this course. Further, keeping a running list of the information you are given and the tasks that you complete will help to keep you organised.

### 2. SITE PERFORMANCE EVALUATIONS & INTERNSHIP ATTENDANCE (WEIGHTING: 20% TOTAL)

Your site supervisor at your internship completes the primary measurement of your performance & attendance at the workplace. Please note the criteria for each evaluation (listed below).

#### Midterm Evaluation (weighting 5% complete/incomplete)

Due: Wednesday, Week 4 Session 2 at 6:30pm

Submission Method: Due at the start of Workshop #5

During week 3 (Tues-Friday) we ask that you initiate a meeting with your site supervisor in order to discuss and complete the midterm evaluation form. The purpose of this meeting is to provide you and your site supervisor with a forum to discuss the progress of your internship and to provide you with valuable professional feedback. The feedback noted on the midterm evaluation will have no bearing on your grade - as all midterm evaluations submitted by the deadline will receive the full 5% for completion.

The midterm evaluation form can be found on Blackboard Learn. Site supervisors should complete & sign the evaluation form in consultation with their intern.

Evaluation Criteria:

- Your overall assessment of the student's performance  
 Poor  Fair  Good  Very Good  Excellent
- What are two of the intern's greatest strengths?
- What are two areas that the intern could focus on developing moving forward?
- If you have any additional feedback that you would like to share, please do so below.

#### Final Evaluation (weighting 15%)

Submission Method: Your site supervisor will complete the final evaluation electronically during week 7 and send it directly to your BU Advisor.

Please note: students are not responsible for collecting/submitted this evaluation. The site's feedback noted on the final evaluation will impact your grade for this component of the course. Site supervisors are encouraged (but not required) to share the completed final evaluation with you.

Evaluation Criteria:

- The intern is motivated, has a positive attitude, and is eager to learn  
 Disagree  Mostly Agree  Agree  Strongly Agree
- The intern has strong interpersonal communication skills when interacting with colleagues/clients  
 Disagree  Mostly Agree  Agree  Strongly Agree
- The intern produces quality work and demonstrates competence in activities undertaken  
 Disagree  Mostly Agree  Agree  Strongly Agree
- The intern is flexible and adaptable in responding to the assigned tasks  
 Disagree  Mostly Agree  Agree  Strongly Agree
- The intern is professional in terms of appearance, reliability, and punctuality  
 Disagree  Mostly Agree  Agree  Strongly Agree
- Your overall assessment of the student's performance  
 Poor  Fair  Good  Very Good  Excellent
- The number of days your intern was absent (if applicable – please provide dates/details).
- If you have any comments specific to the criteria above or would like to share any additional consideration in your assessment of the intern, please do so below.

### Internship Attendance

100% commitment and attendance is expected throughout the entire placement. It is imperative that you immediately contact both your site supervisor and BU advisor if you are absent from your placement site for any reason. Please notify your advisor of any variations from your normal routine (working from home, time off in lieu, work travel, illness etcetera). If you are ill, you will be expected to notify your advisor and site supervisor prior to the start of the workday, and provide both with a doctor's certificate via email in order for the absence to be excused. Unexplained/unexcused absences or unwarranted requests for time-off will lead to a grade deduction in proportion to what has been missed. Please remember that as noted above, your site supervisor will include details of any absences on your final evaluation form.

### 3. WORKSHOPS & BLACKBOARD POSTS (WEIGHTING: 10% TOTAL)

Throughout the semester you will be expected to attend five skill-building workshops. Your attendance and participation in all five classes is required. Due to the intensive delivery mode, missing one class could constitute as much as 10% or more of the course. Any non-attendance other than for serious medical reasons or misadventure will lead to a grade deduction in proportion to what has been missed. This policy is in line with the "Attendance Statement" that each student signs before coming to Sydney. Any student missing a workshop should notify the Course Coordinator (jmmer@bu.edu) of a verifiable extraordinary circumstance prior to the class date.

Prior to each workshop (excluding the class during orientation week), you will be required to complete the assigned readings and reflect on them in a 150-word Blackboard Post. Failure to submit a Blackboard Post prior to the deadline will impact your grade for this portion of the course.

<b>WORKSHOP #1 – Preparing For Your Internship in Sydney</b> <b>Date: Thursday, Orientation Week, 10:30am -11:30am</b>
Topics Covered: <ul style="list-style-type: none"><li>• Overview of the internship placement process</li><li>• Syllabus review</li><li>• Meeting your internship advisor</li></ul> Recommended Reading:

- Reed, Eric. "Should You Study Abroad This Year? Your Resume Says Yes." *The Street*, 6 Jan. 2016, [www.thestreet.com/story/13414485/1/should-you-study-abroad-this-year-your-resume-says-yes.html](http://www.thestreet.com/story/13414485/1/should-you-study-abroad-this-year-your-resume-says-yes.html).

## WORKSHOP #2 – Preparing to Interview

Date: Thursday, Week 1 Session 1, 10:30am -12:30pm

Topics Covered:

- Interview prep
- Tips for the interview
- Interview follow up

Required Readings:

- Smith, David. "Why Studying Abroad Could Be The Key to Career Success." *Forbes*, 12 July 2019, [www.forbes.com/sites/forbescoachescouncil/2019/07/12/why-studying-abroad-could-be-the-key-to-career-success/#a1e941257778](http://www.forbes.com/sites/forbescoachescouncil/2019/07/12/why-studying-abroad-could-be-the-key-to-career-success/#a1e941257778)
- Helyer, Ruth and Dionne Lee. "The Role of Work Experience in Future Employability of Higher Education Graduates." *Higher Education Quarterly*, Volume 68, No. 3, July 2014, pp 348-372. [doi.org/10.1111/hequ.12055](https://doi.org/10.1111/hequ.12055)

Additional Resources:

- BU Sydney Interview Guides (Available on Blackboard Learn)

Blackboard Post (150 words)

Due: Thursday, Week 1 Session 1 by 10am

- Please describe the key insights that you gained from the two required readings.

## WORKSHOP #3 – Making the Most of This Experience

Date: Wednesday, Week 7 Session 1, 6:30pm- 8:30pm

Topics Covered:

- How to get the most out of your internship (advice from an alum)
- Strategies for success
- The Australian workplace - what to expect!
- The power of reflection: journaling, advisor meetings, and written reflections

Required Readings:

- Sweitzer, H. Frederick, and Mary A. King. "The Lay of the Land." *The Successful Internship – Personal, Professional and Civic Development in Experiential Learning*. Cengage Learning, 2014. pp 5-17.
- Coleman, John. "6 Ways to Make the Most of Your Internship." *Harvard Business Review*, 24 September 2016, [hbr.org/2016/07/6-ways-to-make-the-most-of-your-internship](http://hbr.org/2016/07/6-ways-to-make-the-most-of-your-internship).

Recommended Reading:

- Helyer, Ruth. "Learning Through Reflection: The Critical Role of Reflection In Work-Based Learning (WBL)." *Journal of Work-Applied Management*, vol. 7, no. 1, 2015, pp. 15-27. Emerald Insight, DOI: [doi.org/10.1108/JWAM-10-2015-003](https://doi.org/10.1108/JWAM-10-2015-003).
- Zipf, Jenna Rein. "Virtual Internship Success Guide." *The Intern Hustle*, 2020, [theinternhustle.com](http://theinternhustle.com)

Blackboard Post (150 words)

Due: Wednesday, Week 7 Session 1 by 6pm

- Please describe the key insights that you gained from the two required readings.

#### WORKSHOP #4 – What Are We Trying to Achieve? Career Readiness & Setting Professional Goals

Date: Wednesday, Week 1 Session 2, 6:30pm – 8:30pm

Topics Covered:

- Career Readiness & NACE's 8 Competencies
- In Class Activity: Intercultural & Professional Skills Assessment
- SMART objectives and the value of professional goal setting
- In Class Activity: Goal Setting (Initial Reflection Part 2) - are your goals SMART?

Required Readings:

- "Competencies for a Career-Ready Workforce." National Association of Colleges and Employers, March 2021, [www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf](http://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf)
- Soffell, Jenny. "What are the 21<sup>st</sup> Century Skills Every Student Needs?" *World Economic Forum*. 10 March 2016, [www.weforum.org/agenda/2016/03/21st-century-skills-future-jobs-students/](http://www.weforum.org/agenda/2016/03/21st-century-skills-future-jobs-students/)
- Farrugia, Christine and Jodi Sanger. "Gaining an Employment Edge: The Impact of Study Abroad on 21<sup>st</sup> Century Skills & Career Prospects in the United States." *Institute of International Education*, October 2017, [www.iie.org/Research-and-Insights/Publications/Gaining-an-employment-edge---The-Impact-of-Study-Abroad](http://www.iie.org/Research-and-Insights/Publications/Gaining-an-employment-edge---The-Impact-of-Study-Abroad)

Blackboard Post (150 words)

Due: Wednesday, Week 1 Session 2 by 6pm

- Please describe the key insights that you gained from the three required readings.

#### WORKSHOP #5 – A Cultural Analysis

Date: Wednesday, Week 4 Session 2, 6:30pm – 8:30pm

- Midterm Site Evaluations due at the start of class

Topics Covered:

- The Cultural Iceberg
- In Class Activity: Polling the Classroom (How our experiences vary and influence our POV)
- In Class Activity: Alumni Facilitated Focus Groups - Analysing the cultural aspects of your internship experience

Required Readings:

- Duke, Steven. "What is Cross Cultural Engagement?" *Preparing to Study Abroad: Learning Across Cultures*. Virginia: Stylus, 2014. 5-13.
- Evason, Nina. "Australian Culture." *SBS International Education Services*, 2019, [culturalatlas.sbs.com.au/australian-culture](http://culturalatlas.sbs.com.au/australian-culture)
- Evason, Nina. "American Culture." *SBS International Education Services*, 2019, [culturalatlas.sbs.com.au/american-culture](http://culturalatlas.sbs.com.au/american-culture)
- "The Future of Jobs Report 2020." *World Economic Forum*, October 2020, [www3.weforum.org/docs/WEF\\_Future\\_of\\_Jobs\\_2020.pdf](http://www3.weforum.org/docs/WEF_Future_of_Jobs_2020.pdf)

Blackboard Post (150 words)

Due: Wednesday, Week 4 Session 2 by 6pm

- Please describe the key insights that you gained from the reading by Steven Duke.

#### 4. ADVISOR MEETINGS (WEIGHTING: 10% TOTAL)

Your BU advisor will interact with you regularly throughout the semester and will initiate a series of 1-on-1 advisor meetings/mentoring sessions. The pre-placement meetings will support you through the initial stages of preparing for and securing an internship in Australia. Progress meetings in the placement phase will take the form of Q&A sessions encouraging you to reflect on, grow from, and think critically about your work-integrated learning. Your ability to communicate effectively, professionally, and in a timely manner, will play an important role in this component of the course. This includes being contactable and available for all interviews and advisor meetings and specifically relates to your attendance at all advisor meetings. Failure to meet any of these commitments may result in the loss of up to 10% of your overall grade.

##### **Pre-Placement Meetings (2+ as required)**

##### **Orientation - Internship Start**

**Dates: Orientation - Week 1 Session 2 (your advisor will be in touch to arrange times)**

##### Topics Covered:

- Reviewing your Australian CV and any necessary edits/Building a better CV
- Identifying your skills and interests (as noted on your Internship Form completed prior to arrival) and what makes you a suitable candidate or a good match for a specific internship or internship area
- Ascertaining a direction for your placement
- Writing a cover letter/email (if applicable)
- Preparing other application materials such as writing samples/portfolios (if applicable)
- Preparing for your interview (if applicable)

##### **Midterm Progress Meeting**

##### **Commencing Week 3 Session 2**

**Dates: Monday, Week 3 Session 2 (your advisor will be in touch to arrange a time)**

##### Q&A -Topics Covered:

- How is your internship progressing?
- Describe your internship including your responsibilities, the work environment, and colleagues.
- What have been your key tasks to date?
- How are you finding the Australian workplace as distinct from any previous workplace; have you encountered any unexpected challenges, especially in terms of culture, race, gender, or politics?
- What are you learning about the community you are working in? What are you learning about yourself?
- What has been your rose (highlight), thorn (challenge), & bud (something you are looking forward to) thus far?

##### **Final Progress Meeting**

##### **Commencing Week 7 Session 2**

**Dates: Monday, Week 7 Session 2 (your advisor will be in touch to arrange a time)**

##### Q&A -Topics Covered:

- Discussion of key tasks/major achievements (as noted in your final reflection)
- New or confirmed areas of interest?
- Were any of your beliefs and assumptions challenged by your experience?
- Have you developed a broader respect for diversity as a result of working in a multicultural internship?
- Did you achieve all of the goals that you set out to? (Review of initial reflection & professional goal setting)

- Future career direction / next steps?

## 5. REFLECTIONS (WEIGHTING: 20% TOTAL)

## CRITERIA/GUIDELINES

### INITIAL REFLECTION & PROFESSIONAL GOAL SETTING (weighting 10%)

Due: Monday, Week 1 Session 2 by 8pm

Submission Method: [www.bu.edu/sydney/initialreflection](http://www.bu.edu/sydney/initialreflection)

Word Count: 300 - 400 words

The purpose of this reflection is to think critically about your motivations for pursuing an internship in Australia. Taking the time to reflect on the below prompts will prepare you for writing your professional goals at Workshop #4. Please submit your Initial Reflection through the BU Sydney website using the link provided above. Once you submit the form, a copy of your responses will be sent to you and your BU advisor.

Please note: Once you start the form, you will not be able to save and continue. You may wish to type and save your responses prior to starting. The form prompts are listed below for your reference.

- Describe why you decided to undertake an internship in Sydney.
- Describe your long-term career goals and how this internship relates to them.
- Describe what you are hoping to achieve from this experience from a cultural immersion standpoint.
  - Are you prepared to enter the diversity of a blended community workplace?
  - Are you prepared to approach cultural/ideological differences in a respectful manner?

The second part of this assignment (professional goal setting) will be completed in class at Workshop #4.

### FINAL REFLECTION (weighting 10%)

Due: Sunday, Week 6 Session 2 by 8pm

Submission Method: [www.bu.edu/sydney/finalreflection/](http://www.bu.edu/sydney/finalreflection/)

Word Count: 500 - 600 words

Prior to finishing your internship, take some time to reflect on your experience interning in Australia. The purpose of this assignment is to take stock of what you learned about Australia and the wider world, as well as the skills you developed, and the contributions that you made to the host organisation.

Please submit your Final Reflection through the BU Sydney website using the link provided above. Once you submit the form, a copy of your responses will be sent to you and your BU advisor.

Please note: Once you start the form, you will not be able to save and continue. You may wish to gather the information and type your responses prior to starting. The form prompts are listed below for your reference.

1. Site Name & Address
2. Names, Position Titles, & E-mail Addresses of Colleagues (The ones that you had the most frequent contact with)
3. Detailed Task List (Bullet Points)
4. Key Achievements/ Major Projects (Bullet Points)

5. Please describe how this internship experience has solidified or changed your career focus. (2-4 sentences)
6. How has this experience strengthened your understanding of your industry? (2-4 sentences)
7. What characteristics/skills would the ideal intern possess in order to excel at this internship site? (Bullet Points)
8. What skills/soft skills did you develop through this experience? (Bullet Points)
9. Please write a testimonial describing the value of this internship experience to you from a cultural and/or professional perspective. (2-4 sentences)
10. Please attach your CV updated with your internship in Sydney

## 6. ASSIGNMENTS (WEIGHTING: 40% TOTAL)

## CRITERIA/GUIDELINES

### Industry Report (weighting 15%)

Due: Monday, Week 3 Session 2 by 8pm

Submission Method: Through the library with a coversheet

Word Count: 1100 - 1300\* Words

\*Do not include prompt headings or Works Cited in word count (please add word count to your report)

The purpose of this assignment is to demonstrate an understanding of the organisation and industry in which you are working. In order to thoroughly respond to each of the prompts and stay within the word count, you will need to demonstrate an ability to write succinctly. Your report should be supported by informational interviews with colleagues and additional research/quality sources.

Your report should be presented under the following headings below (300 words per heading):

- What is your organisation's history, mission, and structure (local & global if applicable)?
- What makes your organisation unique or different from other similar organisations within the industry? Is there anything your organisation does particularly well to set itself apart?
- What are some current trends or challenges facing your industry in Australia? Globally?
- How are these trends/challenges relevant to your current internship experience and/or your career long term? How might they influence your professional/intercultural development?

### ELEMENTS FOR CONSIDERATION:

- Multiple sources (a minimum of three) should be utilized to complete this assignment.
- All materials (e.g. interviews with co-workers, company websites, newspaper/magazine articles, promotional material, scholarly journals, industry publications etc.) should be referenced and sourced in the appropriate manner, including in-text (parenthetical) citations and a Works Cited page. Sources must be referenced using the MLA Style Guide, which is available on Blackboard Learn and in the library.
- In accordance with our academic policies, work submitted without a Works Cited page will not be eligible for a grade of higher than "B+." Do not use confidential workplace material.

### Cultural Analysis of the Internship Experience (weighting 25%)

Due: Wednesday, Week 5 Session 2 by 8pm

Submission Method: Through the library with a coversheet

Word Count: 1400 - 1600\* words

\*Do not include Works Cited in word count (please add word count to your analysis)

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. Although most students see the internship placement as an opportunity to translate academic knowledge into a vocational setting in the hope of advancing their future career, a primary focus of

the internship placement should be cultural. In approaching this essay, consider the differences between Australian and American\* (workplace) culture.

### ASSIGNMENT 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 U.S.\* workplace (and/or the U.S. in general), has changed since you began working in Australia. Describe and justify what you see as the cultural strengths apparent within the two environments. We encourage you to thoughtfully and respectfully discuss this topic with your colleagues and peers.

\* Please note: If you have more experience living or working in a country other than the U.S., you are welcome to use it as your point of comparison.

### ELEMENTS FOR CONSIDERATION:

- Originality of interpretation and *analysis* will be rewarded appropriately. Is it possible to attribute the cultural differences that you've identified to national, industry, or management factors? How has this experience shaped your perception of your own culture/cultural identity?
- Although this is partially a personal reflection, try to 'step back' and look at your experiences objectively and analytically. Do not simply produce a monologue about what you like or don't like, nor offer moral judgements.
- Be sure to support your assertions using a variety of quality sources (a minimum of three). All materials (e.g. interviews with co-workers, electronic sources, scholarly journals etc.) should be referenced and sourced in the appropriate manner, including in-text (parenthetical) citations and a Works Cited page. Sources must be referenced using the MLA Style Guide, which is available on Blackboard Learn and in the library
- In accordance with our academic policies, work submitted without a Works Cited page will not be eligible for a grade of higher than "B+."

## COMPLETE LIST OF READINGS

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