



Boston University Global Programs
Study Abroad | Shanghai

SHANGHAI INTERNSHIP PROGRAM

INTERNSHIP COURSE SYLLABUS

SAMPLE

I. GENERAL INFORMATION

Instructor: Kevin Wang

Email: kzwang@bu.edu

Office Hours: by appointment

Course Credits: 4 credits

Applicable Course List

- CAS AH 505 Internship in Arts/Architecture/Art Administration
- CAS EC 497 Internship in Business/Economics
- CAS PO 401/IR 451 Internship in Politics
- CAS PO 403 Internship in Comparative Law
- CAS PO 405/IR 455 Internship in International Organizations
- CAS PS 495 Internship in Health/Human Services
- COM CM 471 Internship in Advertising/Marketing/Public Relations
- COM FT 493 Internship in Film/Radio/Television
- COM JO 412 Internship in Journalism
- SHA HF 390 Field Placement in Hospitality Administration

BU Hub Unit

Students taking the internship course will be enrolled concurrently in the non-credit HUB SA 330 Study Abroad Internship course through which they will, on successful completion of the concurrent 4-credit academic internship course listed above, earn 1 Hub Unit in the area of 'The Individual in Community'. The course HUB SA 330 Study Abroad Internship does not award credit, but modifies the learning outcomes to facilitate the goals of The Individual in Community unit. Students will see two entries on their transcripts.

II. COURSE OVERVIEW

The BU Study Abroad internship course allows students to combine theory and practice in one course. The day-to-day interning experience that promotes the development of professional skills is the practice side of this course. The work in seminar meetings, written assignments, and presentations is the theory side, where students are required to analytically interpret their own internship experience as well as their classmates'.

The internship program and the seminar are designed to ground students in the working process and reality of daily life in Chinese society, and at the same time enable them to gain an increased understanding of international professional and organizational culture.

One-on-one and group discussions within this course will focus on practical issues related to the students' internship experience, challenges encountered in the workplace, the process of reflection, and work strategies. Special attention will also be devoted to studying the effects of the Chinese cultural, economic, and social context on the internship experience and the workplace in general.

Course Components

- 160 to 200 hours of internship experience
- Compulsory internship seminar participation
- One-on-one internship mentor/advisor session
- Required written assignments and final presentation

Important Dates

These dates may be subject to change if necessary.

TBD	First day of internship
TBD	Job Description and first half of Weekly Reports due date
TBD	Last day of internship
TBD	Final presentation
TBD	Second half of Weekly Reports and Final Essay due date

Required Reading Assignments

Short reading assignments on internships, cultural differences, and doing business in China will be required. These readings will be made available to you as links or PDF files via email before each internship seminar session. Additional list of readings will also be available to help you enhance your internship experience.

III. LEARNING OUTCOMES

Shanghai Internship Program Learning Outcomes

- Demonstrate knowledge of Chinese political, economic, social, cultural, or historical factors through course content specific to the individual's choice of curriculum.
- Demonstrate awareness of cultural difference and culture's role in shaping beliefs and practices.
- Demonstrate increased proficiency in Chinese language skills.
- Develop transferrable skills such as adaptability, time management, problem solving, decision-making, creative thinking, and self-management through the management of daily and professional life in a challenging foreign environment.

BU Hub: *The Individual in Community* Learning Outcomes

- Develop understanding of the historical, socioeconomic, political, and cultural aspects of contemporary Chinese society as they pertain to the workplace and analyze their internship experience from one or more of the dimensions indicated above.

- Participate respectfully in various communities, such as campus and workplace communities, through their academic and professional experience, and recognize and reflect on issues relevant to those communities.
- Experience and explore social and cultural differences and add value to, and/or challenge their own worldviews and beliefs.

Internship Course Learning Outcomes

- Gain an understanding of the workplace dynamics and professional expectations in China and the influence of culture on both.
- Build proficiency in a range of business or industry skills appropriate to the field of the internship placement.
- Refine and clarify professional and career goals through critical analysis of and reflection on the internship experience.

IV. COURSE ASSIGNMENTS

To satisfy the academic requirements of the internship course, you will be expected to complete several assignments. Together, these assignments represent a comprehensive record of your internship experience and include reflections on your educational gains through the internship, descriptions and observations of the placement organization, results of field research you conduct about your industry or organization, and critical analysis of the overall experience. The following guidelines for requirements will help you to actively observe, reflect upon, analyze, critique, and document your internship experience.

You are required to complete the following assignments:

- A job description that introduces your organization, the professional field, and your organization's role within it.
- Weekly reports on the internship experience.
- A final internship analysis essay, including several pieces of work product (what you are making/producing as an intern).
- A final presentation.

Note on Academic Integrity

Like any other piece of written academic work, academic conduct rules apply to your assignments. All students are responsible for having read Boston University's statement on plagiarism, cheating, and academic dishonesty published in the Code of Student Responsibilities. Students are advised that the penalty for academic dishonesty on a Boston University Study Abroad program 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."

Do not hesitate to discuss plagiarism or academic integrity issues with the instructor. If you need to study the Academic Conduct Code to learn more about the rules of academic conduct, see: <http://www.bu.edu/academics/resources/academic-conduct-code/>

Job Description

The job description can be a useful tool for outlining the understanding reached between you and your supervisor about the internship duties, goals, expectations, and performance criteria for evaluation. It can serve as a de facto “memorandum of understanding” about what the internship entails and help you to avoid misunderstandings that could stem from a more haphazard, unstructured approach to your internship or assignments. After discussion with your on-site supervisor during the initial weeks of the internship, you will produce a job description that covers the following areas:

- The name of the organization in Chinese and English; phone, e-mail, and website address.
- Name and contact details for your supervisor(s) and your reporting relationship(s)
- A synopsis of the organization’s mission, structure, and important constituencies.
- Your daily duties and long- and short-term work projects.
- Standards of performance against which you will be evaluated by your supervisor.
- Your planned work schedule for each day/week.
- Your interaction with your supervisor and co-workers.
- **Research** that introduces your industry or professional field and your organization’s role within it. The few pages of research should show that you have begun to learn about or understand the industry and field you have chosen to work in during this semester.

Weekly Reports

You are required to keep a record or journal of your activities, observations, thoughts, feelings, and reactions about your internship. You should date your entries, and you must write at least once per week. Some of you may find it significantly more meaningful to write after each workday. Some entries may be lengthy while others may simply describe a thought or experience that is significant on some level. Be as detailed as possible about what you are learning from your experiences.

A successful format for your weekly reports is:

- What I did today/this week, etc.
- What I experienced today/this week, etc.
- What I learned or can analyze from my experiences and observations.

For example, in a very short summary format:

Today I finished the PowerPoint slides for the client meeting next week. While attending a staff meeting, I noticed that just like at the last few meetings, only the manager and junior manager spoke. This made me think about hierarchy in China ...

This week I continued the research project for my supervisor. While eating lunch with Wang, she told me that most of the companies in my building have only been in business for less than ten years. This made me realize how new everything in China is and how fast things are changing in society ...

You will hand in your reports at least twice a semester as indicated in the syllabus so they may be evaluated and we may communicate about your professional progress. Remember that the purpose of your reflection process is not as much to record what tasks you did but rather to help you understand what you are learning about yourself and the industry through your internship.

Final Analysis Essay with Work Product

In this end-of-the-semester essay, you will reflect back on the internship experience as a whole; analyze your work, professional and personal growth, and the organization you worked for; and arrive at conclusions about what you learned through your work and experience in the Shanghai Internship Program. You may cover the following points in any order. You are not limited to these alone, nor compelled to address each individually:

- Analyze how you have grown as a person through the internship experience.
- Refer to the goals set out at the beginning of the internship and articulate the difference, if any, between your incoming and outgoing career goals.
- Give examples of ways in which your internship experience confirmed or altered your professional or personal goals.
- Analyze your learning experience of Chinese or international workplace culture.
- Compare Chinese work practices, policies, approaches, or attitudes with those you are familiar with in the U.S.
- Discuss what you have learned and how this experience might affect decisions that you will make in the future about your academic program or career.
- Describe what you see as the necessary steps to achieve your professional goals over the next five years, explaining not only what you need to do but why.

If necessary, use footnotes and cite all sources, including any interviews you conduct. Protect the anonymity of clients and be careful about reporting any sensitive information about the company or its employees.

In this assignment, you will also present and describe the work you have produced as the intern. Research reports, meeting notes, press releases, surveys, presentations, programs, spreadsheets, letters, memos, screen shots, and slides are just some examples of work that you may submit to demonstrate what you have produced. You will choose two or three pieces of your work product. With each piece of work, add a few paragraphs of description that reveal the context in which the work was generated and its significance for the organization and for your learning experience. Your commentary on these pieces should demonstrate a thorough understanding of the organization, its structure, and how individuals and departments relate to one another. Link your work products to your professional goals and to your academic field.

Note on confidentiality: Before submitting any material about the organization that may be confidential, check with your on-site supervisor for permission to include it. Your seminar assignments will not circulate beyond the Boston University staff in Shanghai. If workplace data or your work products include private names or information, you will want to “black out” anything that should remain confidential.

Final Presentation

The final presentation to the class is a professional, oral assessment of the internship in which students analyze their experiences. It will draw largely on your Final Analysis Essay. You should reflect on personal responses to the interning experience, including challenges you have faced, personal growth you have achieved, and discoveries you have made. It is critical to focus on your professional development, analytical observations, and understanding of the Chinese workplace culture.

V. GRADING POLICY

The grade assigned for the internship course will be based on a combination of how you perform at work (as determined by your supervisor's evaluation), your written assignments, the quality of your presentation to the group, and your involvement in group discussions. The percentage breakdown of the assessment is as follows:

10%	Job Description
10%	Weekly Reports
20%	Final Analysis Essay with Work Product
10%	Final Presentation
10%	Seminar Attendance and Participation
40%	On-site Supervisor's Evaluation

The evaluation of your written work will take into account both content and presentation. You will lose points for improper grammar, misspellings, incorrect punctuation, and missing or incorrect footnotes and citations. The content of the work should be well-structured, clear, concise, well-researched, and should address the points set out in the assignment. You should back up statements of fact or opinion with evidence and argue your points intelligently and thoroughly.

Your oral presentation will be judged on organization, content, and skill of delivery. You will lose points for using jargon, slang, and a style too informal for the occasion. Make it a professional presentation of your intern experience.

We will ask your on-site supervisor to evaluate your performance across a number of criteria, including reliability, work ethic, motivation, initiative, flexibility, adaptability, accuracy, creativity, team skills, and overall attitude.

The following table specifies the point ranges for each grade category:

Letter Grade	Honor Points	% Range	Definition
A	4.0	94-100	Excellent
A-	3.7	90-93	
B+	3.3	87-89	
B	3.0	84-86	
B-	2.7	80-83	
C+	2.3	77-79	Good
C	2.0	74-76	
C-	1.7	70-73	
D	1.0	60-69	Satisfactory
F	0.0	<60	Low Pass
			Fail

Grading Penalties

The above percentile breakdown of the grading system assume compliance with the basic rules and etiquette expected of all students in BU Study Abroad programs. Penalties will be imposed for late work, unless prior permission has been obtained for late submission of an assignment.

All grading penalties will be imposed after the final grade for the course has been calculated. The following will serve as a *guideline* for what to anticipate for failure to comply with the program attendance and performance regulations:

Late attendance to scheduled meeting or seminar:	2 points off the final grade
Late submission of assignment:	2 points off the final grade
Unexcused absence from scheduled meeting or seminar:	10 points off the final grade
Failure to submit an assignment:	Grade of zero for that assignment
Misleading a supervisor:	Failure of the course
Being fired from the internship:	Failure of the course

Seminar Attendance and Participation

Attendance is mandatory for seminar meetings. Missing classes will affect your grade, since you will be unable to participate if not present. If you cannot attend a specific class, you must make all efforts to notify the instructor beforehand.

Students must complete readings and assignments for the designated session BEFORE attending seminar and be prepared to discuss them in class.

Discussion in class benefits us all. Its purpose is to: 1) inspire active and critical reading and analysis of the assigned topics and materials; 2) enhance skills for analytical thinking and effective presentation of ideas in front of a group; and 3) gain different perspectives from others. Your contributions to class discussions are an important aspect of your participation in the course.

Grading Criteria for Discussion Participation is:

- A Strong preparation, frequent and substantive contribution to class discussion.
- B Good preparation, frequent contribution to class discussion.
- C Good preparation, frequent contribution to class discussion but not always articulate or related to subject matter.
- C- Some preparation, needs prompting from instructors for contribution.
- D Barely any preparation, communication minimal.
- F Attended class but did not participate; or absent from class

It should be clear that BU Study Abroad Shanghai Office takes the internship seminar and practical internship experience seriously. Please take them seriously yourself, be respectful of others at all times, especially those who have worked to make your internship experience in Shanghai a rewarding one.

VI. INTERNSHIP SEMINAR SCHEDULE

Attendance is mandatory for all sessions.

This schedule may be subject to change.

DATE	TOPIC	DESCRIPTION	WEEK
Session 1	Getting Ready for your Internship: Expectations and Goals	Go through the Internship Course Syllabus and Handbook. Exercises on Managing Expectations and Setting Goals.	TBD
Session 2	Understanding Internships	Reading assignments before the session: <ul style="list-style-type: none"> • 6 Ways to Make the Most of Your Internship • What are the 21st Century Skills Every Student Needs? 	TBD
Session 3	Learning Cultural Differences	Reading assignments before the session: <ul style="list-style-type: none"> • Cultural Intelligence in a Global Era • What China Gets Right About Relationships 	TBD
Session 4	Running Business in China	Reading assignments before the session: <ul style="list-style-type: none"> • Chinese Business Culture: Golden Hints for Doing Business in China • The Contract Is Signed. And Now the Negotiation Begins. • How I Made My Biggest Mistake in China (So Far) 	TBD
Session 5	Guest Lecture or Networking Event with BU Alumni	Hear from BU alumni currently working in Shanghai about their professional experiences and career paths and ask questions.	TBD
Session 6	Final Presentation	Present what you have learned from your internship experience. Reflect on your personal observations and professional growth.	TBD

* Reading assignments will be sent in PDF via email prior to the internship seminar session in case the links above are not accessible.

VII. ADDITIONAL LIST OF READINGS

- Adam, Hajo, Otilia Obodaru, Jackson G. Lu, William Maddux, and Adam Galinsky. "[How Living Abroad Helps You Develop a Clearer Sense of Self](#)". *Harvard Business Review*, May 22, 2018.
- "[Career Readiness: Competencies for a Career-Ready Workforce](#)". *National Association of Colleges and Employers*, March 2021.
- Farrugia, Christine, and Jodi Sanger. "[Gaining an Employment Edge: The Impact of Study Abroad on 21st Century Skills & Career Prospects in the United States](#)". *Institute of International Education*, October 2017.
- "[Future of Jobs Report 2023](#)". *World Economic Forum*, May 2023.
- Haas, Martine, and Mark Mortensen. "[The Secrets of Great Teamwork](#)". *Harvard Business Review*, June 2016.
- 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.
- Knight, Rebecca. "[How to Get the Most Out of an Informational Interview](#)". *Harvard Business Review*. February 2016.
- Kreuz, Roger, and Richard Roberts. *Getting Through – The Pleasures and Perils of Cross-Cultural Communication*. MIT Press, 2017.
- Mason, Leah, and Mirka Martel. [The Rise of Remote Global Internships: Promising Practices and the Implications for Career Readiness](#). Institute of International Education, 2021.
- Smith, David. "[Why Studying Abroad Could Be The Key to Career Success](#)". *Forbes*, July 12, 2019.
- Sweitzer, H. Frederick, and Mary A. King. *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning*. Cengage Learning, 2014.
- West, Charlotte. "Leveraging Global Experiences in the Job Market". *International Educator*, Jan-Feb 2017.