

Internship Seminar: Namibia

“An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.”

The National Society for Experiential Education (NSEE)

Instructor: Alex Sikume

Credits: 4 credits

Credit Options

Students may choose to register for credit in any of the following departments

- Environmental Studies (ENV)
- Cross-Cultural Studies (CCS)
- History (HIS)
- Interdisciplinary Studies (INS)
- Political Science (POL)
- Religion (RLN)
- Women’s Studies (WST)

Purpose of the Course

This course provides you with an opportunity to reflect upon the service you are providing to a Namibian organization and to critically analyze the role of this organization while carrying out an internship in an organization that promotes social change and/or development. You are expected to complete a minimum of 112 hours of hands-on work experience. You will also attend orientation sessions and weekly seminars in which you will discuss and analyze your experiences with other students and faculty members.

Internships aim to provide you with real-life, meaningful experiences, which by their very nature force critical thinking. Most likely you will encounter events which conflict with your assumptions. Incidents may arise which challenge your competency or understanding. These experiences may create perplexity or dissonance, but with reflection, they are often the beginning of a great deal of learning.

There are three basic components to an effective internship:

- The first is sufficient preparation. This includes setting objectives for your personal learning as well as setting common goals with your host organization.
- The second component is simply performing service by working closely with your Namibian counterparts to meet both your objectives and their requests. A successful internship largely depends on the level of guidance provided by the internship organization as well as your ability to participate as fully as possible.
- The third part is the continual analysis of your experiences, through discussion, reflection, writing in your journal and oral presentations.

A major aim of the CGE internships is to integrate practical work experience into your academic curriculum. Issues related to the history of Namibia, the political system, ethnic and racial challenges in the country, as well as development will most likely emerge throughout your internship. The practical experience provides the structure to synthesize student coursework with reality. It also offers the opportunity to use newly-acquired skills and knowledge in a cross-cultural setting.

Required Readings

TBA

Overarching Goals and/or Learning Outcomes

By the end of the internship, you will:

1. Gain hands-on work experience while serving a local organization/population.
2. Develop your skills in organizational analysis.
3. Articulate your personal and professional goals.
4. Contribute at least 112 hours of service to a local organization that has expressed a need or desire for assistance.
5. Describe the role and function of the assigned agency in resolving local problems or meeting local needs.
6. Define the populations served by the assigned organization and describe how these populations are served.
7. Develop interpersonal and intercultural communication skills.
8. Apply concepts/theories/ideas from your major or minor to the internship setting.
9. Apply or enhance professional work skills, such as writing, speaking, critical thinking, quantitative reasoning, computer technology, interpersonal, teamwork, and leadership.
10. Accomplish personal learning goals.
11. Assess your own contributions to the agency being served.
12. Final paper: explain how the internship connects with some of the social, economical or political aspects issues that Namibia faces(3-4 pages).

Course Requirements (100%)

- Internship Learning Agreement Plan: 10%
- Reflection Paper on Supervisor meeting: 10%
- Internship Journal/Letter: 10%
- Professional Oral Presentation Session: 10%
- Résumé: 5%
- Internship Site Project for Host Agency and Final Reflection: 10%
- Final paper and presentation: 45%

Course Design

Unit 1: Internship Prep Session

Unit 2: Initial Reflections, Oral Presentation and Feedback Workshop

Unit 3: Organizational Analysis and Oral presentations #1-4

Unit 4: Oral presentations #5-8

Unit 5: Resume Workshop and Oral presentations #9-10

Unit 6: Cover Letter/Interview Workshop

Unit 7: Vocation and Professional Direction – panel of various US citizens living and working in Namibia

Unit 8: Final Reflection

Unit 9: Oral presentations /paper

Teaching Methodology

The internship is the core of this course. I view the in-class sessions and assignments as a means to support and deepen knowledge gained from the internship experience. I expect you to dedicate yourself to your host organization, developing skills and synthesizing experiences in order to critically examine information and relate it to learning from other classes and previous perceptions. This class is not meant to solely provide service to an organization; it is also interested in exploring questions and themes that arise from the internships, while focusing on professional development skills. Teaching strategies include 112 hours of service to an organization, discussion sessions, oral presentations, journaling, individual meetings, research paper and skill development workshops.

Details Regarding Course Requirements

NOTE: A major component of interning is developing professional work skills. As such, assignments will be graded according to a professional standard. As such, assignments will be marked down significantly for spelling and grammar mistakes, lack of style and professional polish, lack of readability, poor presentation style and inappropriate dress, etc.

Internship Learning Agreement Plan and Reflection on Supervisor meeting:

TOPIC: All students must complete an Internship Learning Agreement Plan in which they identify the following: a) at least two concepts/theories/ideas from their major or minor that are related to the internship setting; b) at least one professional work skill to enhance or apply in the internship setting; and c) at least one personal learning goal.

You will review the learning agreement plan with your internship supervisor and compare it to the goals of the host organization/supervisor. *When discussing plans with your supervisor, be sure to talk about ideas for your independent project assignment.* After this meeting, you must write a 2-3 page reflection paper on the outcome of the meeting and the working relationship between yourself and the host organization/supervisor. In addition, this reflection should include answers to the following questions: What are some of your concerns about this internship? What would happen if they came true? What might you do to help ensure that they do not come true? How could you maximize learning even if they came true? What steps do you need to take now to ensure a positive learning experience? Both the Internship Learning Agreement Plan and Reflection on Supervisor Meeting should be turned in together.

FORMAT: Learning Agreement should be in outline or table form similar to what is shown on the handout. The reflection paper should be in journal form and 2-3 pages typed.

GRADING:

LEARNING AGREEMENT 0-100%

Thorough response to the assignment

Goals are well presented

Evidence of considerable thought and commitment put into goals

Form (Is it well organized? Is there a clear thesis and/or articulation of main points? Are there smooth transitions between paragraphs and ideas? Is the grammar accurate? Spelling?)

REFLECTION PAPER 0-100%

Thorough response to the assignment

Demonstrates the complexities of the issues and an understanding of the ways in which social and personal issues interrelate with each other

Generates critical questions and ideas relevant to the topic

Honest and thoughtful discussion of personal thoughts and feelings

Form (Is it well organized? Is there a clear thesis and/or articulation of main points? Are there smooth transitions between paragraphs and ideas? Is the grammar accurate? Spelling?)

DUE DATE: Thursday, September 13

Internship Journal/Letter:

TOPIC: Write a letter or article giving advice about your internship to future students. What do you wish you had known or done differently? What do you see as potential pitfalls and how might they be avoided? Do you have any tips about working with this organization? This is a reflective assignment that may include personal observations, issues around intercultural communication, and awareness of your own professional development and exploration of any questions that were raised for you by the experience.

FORMAT: 1-2 pages in an article or letter form.

GRADING: **0- 100%**

Thorough response to the assignment

Demonstrates the complexities of the issues and an understanding of the ways in which social and personal issues interrelate with each other

Generates critical questions and ideas relevant to the topic

Honest and thoughtful discussion of personal thoughts and feelings

Form (Is it well organized? Is there a clear thesis and/or articulation of main points? Are there smooth transitions between paragraphs and ideas? Is the grammar accurate? Spelling?)

DUE DATE: November 8th

Professional Oral Presentation Session:

TOPIC: You will develop and present a creative presentation in which you demonstrate your understanding of the host organizations' history, mission and goals, organizational structure, culture (work atmosphere), its role in or impact within the community, and your own place within the organization.

FORMAT: Each presentation should be professional, using visual aids and following suggestions from class notes of how to give an effective presentation. Each presentation should be no longer than 5-7 minutes, including set-up time. Presentations will be followed by 5-10 minutes for questions.

GRADING: 0-100%

Preparation (Material is well organized; Demonstrates knowledge of audience; Created helpful visual aids; Employs solid logic and well-documented information; Shows comfort with and knowledge of the material)

Content (Fulfills assignment questions and criteria; Demonstrates accurate & profound knowledge of the Subject; Scales down information to what is most important; Supports arguments with concrete, creative examples; Uses time appropriately)

Delivery (engage audience; clarity; visual aids assist, not lead; eye contact; room set up is engaging)

Form (Is it well organized?)

DUE DATE: Sign up for a date (**will announce dates in class during internship prep seminar**)

Résumé:

TOPIC: You will write and revise your résumé by the end of the internship, including new experiences and skills learned during the internship. The revision of the resume should be based on notes from class on how to write a good résumé.

GRADING: 10 points – 5% of course grade

5 points = Form (Is it well organized? Does it coincide with layout tips? Is it well spaced and visually attractive?)

5 points = Content (Are power words used? Is experience quantified? Is the grammar accurate? Spelling?)

DUE DATE: The final draft will be due November 15th

Internship Site Project for Host Agency, Hours Worked Log and Final Reflection on Learning Agreement Goals:

TOPIC: Each student must complete an internship project that will be of on-going service to the host agency. The specific project should be determined together with the site supervisor and be designed to meet the needs of the agency. Examples of projects include the following: a manual for future volunteers or interns; a mural completed together with members of the community; an article or series of articles published in the newspaper; children's' books written and illustrated by the intern for use in the school where the intern worked. Create an effective marketing plan for the agency using social media.

At the end of the semester you will write a short summary of your work at the host agency and description of your site project. You should also reflect on your progress on your learning agreement goals during the semester long internship.

FORMAT: Your site project should be in any form that matches needs of host organization. The reflection on your learning agreement goals, description of your site project and summary of your work at the host agency should be a 2-3 page (double spaced) typed paper. Your hours worked log should be filled in

weekly and signed by your supervisor as you go along. We may ask to see them at any point during the semester.

GRADING: 20 points – 20% of course grade

8 points = Demonstrates relevance and usefulness to work of host organization

8 points = Demonstrates considerable effort and consistent work throughout the term

4 points = Form (Is it well organized? Are there smooth transitions between paragraphs and ideas? Is the grammar accurate? Spelling?)

DUE DATE: Thursday, May 5th

Paper & Oral Presentation on the relationship between your internship and the social, political or economic fabric of Namibia, or how your experience has (or will) empower you to take action in your own community or in Namibia?

FORMAT: Near the end of the semester, you will articulate your position in the form of a short paper that is 3-5 page typed, along with a 5-10 minute oral presentation for the other students.

Final Paper & Oral Presentation: November 22

TOTAL GRADING: 35% of course grade

Proposal : *10 points*

5 points = The proposal is clear, well written and reflects a topic related to the work of your internship site and the academic department in which you are receiving credit for the course. The research goes above and beyond the work you are doing at your internship site, yet complements that work.

5 points = The proposal is clear about the guiding question that you are seeking to answer (or at least come closer to answering).

Detailed Outline: *20 points*

Oral Presentation:

Preparation (Material is well organized; Demonstrates knowledge of audience; Created helpful visual aids; Employs solid logic and well-documented information; Shows comfort with and knowledge of the material)

Content (Fulfills assignment questions and criteria; Demonstrates accurate & profound knowledge of the subject; Scales down information to what is most important; Supports arguments with concrete, creative examples; Uses time appropriately)

Delivery (engage audience; clarity; visual aids assist, not lead; eye contact; room set up is engaging)

Form (Is it well organized?)

Final Paper:

Demonstrates the complexities of the issues and an understanding of the ways in which issues interrelate with each other

Makes connections between the topic and your experience at the internship site

Generates critical questions and ideas relevant to the topic

Supports arguments with concrete examples from literature research, experience at internship and elsewhere

Form (Is it well organized? Is there a clear thesis and/or articulation of main points? Are there smooth transitions between paragraphs and ideas? Is the grammar accurate? Spelling?)