

Syllabus for the 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)

Internship Seminar, Center for Global Education, ENV/HIS/LCS/INS/POL/REL/WST/YFM 399

Instructor: Lamont A. Slater

Credits: 4 credits

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.

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.

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

Course Requirements (100%)

- **Internship Learning Agreement Plan and Reflection on Supervisor meeting (10%):** 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.

- **Reflection Paper (10%):** 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

- **Internship Journal/Letter (10%):** 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.
- **Professional Oral Presentation Session (10%):** 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.
- **Résumé (5%):** 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.
- **Internship Site Project for Host Agency, Hours Worked Log and Final Reflection on Learning Agreement Goals (10%):** 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.

- **Paper and Oral Presentation (45%):** 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?

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.

Grading Policy

The grading policy will follow regular Augsburg policies, which do not allow for the Pass/No Credit option within the study abroad context. If you attend a school that does not have grades, please let us know,

Grading Scale

Augsburg College uses a numerical grading system so you will receive a numerical grade on your transcript. Numerical grades are used with these definitions:

Number	Letter Equivalent	Percentage	Augsburg Definition
4.0	A	93-100%	Achieves highest standards of excellence
3.5	A-/B+	88-92%	
3.0	B	83-87%	Achieves above basic course standards
2.5	B-/C+	78-82%	
2.0	C	73-77%	Meets basic standards for the course
1.5	C-/D+	68-72%	
1.0	D	63-67%	Performance below basic course standards
.5	D-	60-62%	
0	F 0	under 60%	Unacceptable performance (no course credit)

Late Assignments

You must submit assignments on time. If you need an extension, you must talk to me **in advance** to negotiate a new deadline. If you have not been given an extension in advance and you turn in a late assignment, you will be docked half a grade (from a 4.0 to a 3.5 or 3.5 to a 3.0, 3.0 to a 2.5, 2.5 to a 2.0, etc.) If you are more than one week late, you will be docked a full grade. No assignments will be accepted more than two weeks after the original deadline; a "0" will be given after that. Assignments due near the end of the semester will not be accepted after the last day of the semester.

Augsburg Honesty Policy

You are expected to follow the Augsburg Honesty Policy, which you will find in the Appendices of this manual. Except when the assignment expressly encourages group work, it is assumed that all course work will be your own. You are not to copy the work of others. Your name on assignments will be taken as your "pledge" that you have read the honesty policy, understand it, and are following it. The first occurrence of plagiarism will result in the failure of the assignment. A student who commits plagiarism a second time will fail the course.

Students' Rights and Responsibilities

If you have a formally diagnosed learning or physical difference, you have a legal right to course modifications. If you qualify, please identify yourself to the instructors so that we may assist you with your course progress.