



Course Title	SA 425 – International Internship
Carroll College Faculty of Record	Catherine Day Interim Vice President for Academic Affairs
ISA Internships Academic Staff	Erin Willis, ISA Internships Academic Supervisor Email: ewillis@studiesabroad.com
Preferred method for contact regarding internship placement	1. Speak with your ISA Internship On-Site Internship Coordinator 2. Email or call your Career Advisor Phone: 512-480-8522
For Technological Assistance	If you have difficulty with your online Schoology account and/or submitting items online, it is preferred you speak with your On-Site Internship Coordinator first as they can address any problems immediately. If you contact ISA U.S. office, you should receive a response within 24 hrs, during regular business hours.

I. Course description:

Students can earn academic credit for select ISA Internships experiences abroad through the partnership between ISA and Carroll College.

This course facilitates your learning and professional development while you participate in a 6-week ISA internship. It provides a framework for you to reflect on and analyze the specific skills gained throughout your international internship. This course also supports your self-awareness and personal growth in a cross-cultural context.

II. Course Requirements & Program Overview

- You must complete a minimum of **32 hours** weekly at your host organization for the full 6 weeks of your internship to meet the contact requirement for this **four (4) credit** course.
- You must complete and submit all assignments. Failure to adhere to course expectations can result in the termination of the internship placement and failure of the internship course.
- Academic or professional misconduct will be penalized and can result in failing the course and the termination of your internship. Your home institution will also be informed.
- Per immigration visa regulations and the ISA Code of Conduct, you will be required to immediately leave the host country should your internship be terminated for whatever reason.

- Payment for and participation in an ISA Internship does **not** entail automatic entitlements (such as academic credit).
- You will be expected to adhere to the academic and professional integrity of the program at all times.

III. Course Objectives:

Career & Professional Self-Awareness:

- articulate professional goals and objectives
- identify career-relevant strengths and aptitudes
- recognize areas that need further professional development
- conform to expectations regarding workplace behavior
- demonstrate professionalism and a strong work ethic
- identify professional mentors and recognize networking opportunities
- formulate a plan for the transition between university and career

Career & Professional Skill-Building:

- identify and develop transferable hard and soft skills
- work towards the mastery of relevant digital technologies
- develop strong oral & written communication skills

Global Literacy & Cross-Cultural Competence:

- expand knowledge of historical, sociopolitical, cultural, environmental situation of the host country
- develop awareness of one's own culture
- become more tolerant of ambiguity in situations of cultural difference
- demonstrate sensitivity and respect in social and professional interactions

Personal Growth & Resiliency:

- learn to adapt to new experiences
- develop ways to cope with unexpected challenges
- gain self-confidence and self-awareness as new abilities are discovered and challenges are overcome
- increase problem-solving skills by analyzing new situations and responding to new circumstances
- exhibit strong critical-thinking skills

IV. Academic Guidelines

*Assignment descriptions and grading rubrics are found in the "Assignments" folder in Schoology

Your ISA Academic Supervisor will conduct the academic assessment for this course.

You will receive a transcript from Carroll College with a U.S. letter grade for this course. If you receive a grade of "C" or above, you will be granted credit for the internship.

All assignments are to be submitted via Schoology by the due dates indicated. If, for any reason, an assignment cannot be submitted through Schoology, please notify your ISA Academic Supervisor before the due date to troubleshoot the issue. As a last resort, you may email the assignment to your ISA Academic Supervisor.

Interns should plan ahead so they can meet the due date requirements.

- Please consider any Internship Supervisor commitments, project deadlines, and/or personal holiday or travel plans.
- An assignment submitted after the due date without an approved extension will be deducted 10% off the final grade for each day that it is late.
- Assignments submitted more than five days after the due date are given a zero.

Request for extension on assignments: Requests must be made to your ISA Academic Supervisor before the assignment due date. Please submit any relevant documentary evidence (medical notes, message from internship supervisor, etc.) with your extension request. You will be notified by your ISA Academic Supervisor if the extension is approved. When submitting the assignment by the agreed upon date, please note on the assignment that the extension was granted.

Communication between you and your ISA Academic Supervisor will be via email and through Schoology. It is your responsibility to log in to Schoology regularly and to maintain your email account so that you can send and receive emails. Please download the Schoology app to facilitate communication.

Assessment & Grading

Course Components

Assignment	Weight	Due Date
Course overview quiz	5%	Due 4-2 weeks prior to start of internship
Goal-setting activity	15%	Due 2 weeks prior to start of internship
Placement organization report	10%	Due Friday of Week 1
Reflection #1	10%	Due Friday of Week 2
Reflection #2	10%	Due Friday of Week 4
Resume & Professional profile	20%	Due Friday of Week 5
Supervisor evaluation	10%	Due Friday of Week 6
Final paper or project	20%	Due Friday of Week 6
TOTAL	100%	

Carroll College Grade Distribution:

Letter grades are assigned in terms of percentage of points earned and are calculated as follows:

- A 4.0 grade points per credit (93-100%)
- A- 3.667 grade points per credit (90-92%)
- B+ 3.333 grade points per credit (87-89%)
- B 3.0 grade points per credit (83-86%)
- B- 2.667 grade points per credit (80-82%)
- C+ 2.333 grade points per credit (77-79%)
- C 2.0 grade points per credit (73-76%)
- C- 1.667 grade points per credit (70-72%)
- D 1.0 grade points per credit (60-69%)
- F 0.0 grade points per credit (59% and below)

Grievance Policy to Appeal a Final Grade

Carroll College has a formal Academic Grievance Policy to appeal a final grade that should be followed if a student believes a final grade has been improperly recorded. Only final grades resulting from the failure of the ISA Academic Supervisor to follow college policies in classes or on examinations may be grieved. Resolutions of grievances should begin with contacting the ISA Academic Supervisor who will then facilitate communications with Carroll College.

If the grievance is not resolved at the instructor level the student may avail themselves to a formal grievance procedure which can be obtained from the Carroll College Registrar.

Withdraw from the Course

The last day to drop the course without record of enrolment is six (6) class days into your internship. Thus, you must request to drop the class before the end of the sixth class day after the start date of your placement.

If you withdraw from the course after the sixth class day after the start of your internship you will receive a W on your Carroll transcript.

The last day to drop a course with a grade of W is the Friday of week four (4) of your internship.

Please refer to Schoology for specific dates. Be sure to contact your ISA Internships Program Manager and ISA Academic Supervisor if you decide to either drop or withdraw from this course.

Assignments (in Assignments folder):

Course Overview Quiz
Due: 4-2 weeks prior to start date of your internship 5% of final grade
The Course Overview Quiz is designed to ensure that you understand the requirements of the ISA Internships course in which you are enrolled for academic credit. It is available on Schoology 1 month prior to the start of your internship. The quiz is a mix of True/False, fill-in-the-blank and multiple-choice questions. This quiz must be completed to unlock subsequent assignments for the course on Schoology.

Goal-Setting Activity
Due: 4-2 weeks prior to start date of your internship 15% of final grade
The ISA <i>Discover Your Potential</i> workbook is designed to walk you through the process of identifying and articulating goals for your ISA internship. After working through the pre-departure exercises in the workbook, write a paper of between 800-850 words describing what you hope to get out of your ISA internship (both personally and professionally). Consider the following questions:

- What motivates you to succeed?
- What resources will you rely on to achieve your goals?
- What obstacles do you anticipate facing?
- What are your larger (or over-arching) goals for your internship and your career in general?
- What are your SMART learning objectives for your internship?
- How have your goals changed since your advising session with your ISA Career Advisor?
- What impact will the realization of these goals and learning objectives have on your life?

This is meant to be a thoughtful exercise, so you are encouraged to spend some time working through the *Discover Your Potential* workbook before jumping into writing your paper. By carefully considering your goals, you will be equipped to start your internship in a more focused manner and you will likewise be better prepared to overcome the inevitable challenges associated with the experience.

Assignment expectations:

- Include the following: your name, your internship placement (city & organization), the date
- Be attentive to the organization of your paper – coherent paragraphs, logical sequence of ideas, etc.
- Please be attentive to your writing (grammar, word choice, punctuation, etc.). Consult the [ISA Writing Guide](#) for tips on improving your writing.
- Your paper should include an introduction and conclusion
- Your paper should be double-spaced

Assessment Rubric and Scoring Guide

GOAL-SETTING ACTIVITY		Score	4	3	2	1
			Excellent	Acceptable	Poor	Unacceptable
Evaluation criteria	Criteria includes:					
Analysis and Evaluation	<ul style="list-style-type: none"> - Identification or overarching goals for the internship experience - Development of SMART learning objectives - Consideration given to assignment question prompts 					
Clear Reflection	<ul style="list-style-type: none"> - Discussion flows smoothly, including an introduction and conclusion - Depth of discussion appropriate to recommended word count 					

	- Development of a clear reflection demonstrating logic, reasoning, and understanding of the realities of an international internship				
Presentation and Structure	- Proper spelling, grammar, expression and formatting - Submission expectations, including due date, were met				

Placement Organization Report						
Due: Friday of week 1						
10% of final grade						
<p>Understanding your internship organization is a great way to integrate into your placement. Through completing this report, you should have a better understanding of your internship organization within the larger industry sector as well as the unique work culture of your placement. This assignment entails meeting with your internship supervisor to draft out your work plan for your time with the organization. Please plan accordingly to meet with your supervisor and/or co-workers throughout your first week to complete your report.</p> <p>Use the provided template to complete this assignment.</p> <p>Assignment Expectations: As with all written work submitted throughout this course, you are expected to demonstrate strong (or improving) written communication skills. Please proofread all work before submitting it to ensure that your responses are clear (especially to people outside your professional field and organization) and error-free.</p>						
Assessment Rubric and Scoring Guide						
PLACEMENT ORGANIZATION REPORT	Score	4	3	2	1	
		Excellent	Acceptable	Poor	Unacceptable	
Evaluation criteria	Criteria includes:					
Analysis and Evaluation	- Evidence of an appropriate depth of research of host site - Development of a comprehensive background knowledge relating to the host site (mission/industry, clients/customers, products/services, etc.)					

	<ul style="list-style-type: none"> - Clear understanding of your role/responsibilities, and that of others you will be working with - Demonstrated understanding of what you will experience throughout the experience 				
Presentation and Structure	<ul style="list-style-type: none"> - Proper spelling, grammar, expression and formatting - Submission expectations, including due date, were met 				

Internship Reflections (x2)

Due: Friday of week 2, 4

10% of final grade each (total of 20% of grade)

Three times during your internship you will reflect on your learning and experience. These reflections should exhibit a degree of critical self-examination and demonstrate a progression of skills and insights.

Each reflection should thoroughly address the given topic in the form of a paragraph of 250 words.

Reflection topic (week 2):

Reflect upon the challenges that you've encountered so far in your role as an intern. What steps are you taking to address these challenges? In your response, comment on the growth (academic, professional, interpersonal, intercultural, etc.) that you expect to gain from these challenges. Please keep in mind that "challenges" can be broadly conceived and can be applied to different aspects of your internship, from language differences to adjusting to difficult work tasks.

Reflection topic (week 4):

By week 4 of their internship, many interns experience a bit of a lull as tasks and duties grow increasingly routine. This is a good time to reflect on the initial goals and learning objectives that you set for yourself and consider your progress towards these goals. In a paragraph, consider both your progress and what you can do during the remaining 2 weeks of your internship to ensure that your goals are met. You can also discuss how your goals have changed throughout your internship. What goals would you prioritize now? What needs to happen (that hasn't already occurred) in order for you to feel that you've had a successful internship experience and what steps do you need to take to accomplish this? What unforeseen factors have contributed to your success (or lack thereof) with regards to accomplishing your learning objectives? How will such factors be accounted for in the future? Have any of your tasks/responsibilities provided the opportunity to meet your goals in an unexpected way?

Assignment expectations:

- Please be attentive to your writing (grammar, word choice, punctuation, etc.).
- Include the following: your name, your internship placement (city & organization), the date
- Your reflection should be double-spaced

Assessment Rubric and Scoring Guide

INTERNSHIP REFLECTIONS		Score	2	1	0
			Well Done	Can Improve	Not completed or incomplete
Evaluation criteria	Criteria includes:				
Analysis and Evaluation	<ul style="list-style-type: none"> - Demonstrated a degree of critical self-examination - Demonstrated progress in the development of professional skills, knowledge, and abilities - Consideration given to anticipated and/or achieved learning outcomes 				
Presentation and Structure	<ul style="list-style-type: none"> - Proper spelling, grammar, and formatting - Submission expectations, including due date, were met 				

Supervisor Evaluation (1)

Due: Friday of week 6
10% of final grade

At the end of your internship, you will meet with your supervisor to go over your evaluation. They will submit it online through Survey Monkey, but you are to meet with them to discuss.

Resume & Professional Profile

Due: Friday of week 5
20% of final grade

Having an updated resume and a strong professional profile (ex. a LinkedIn summary) are crucial first steps to establishing yourself in your chosen professional field.

For this assignment, you will submit the resume that you worked on with your ISA Career Advisor before your departure along with a new resume that includes your internship experience. You will also submit a professional profile summary (2000 characters or less) with your new resume.

For tips on how to write a strong professional summary:
<https://www.forbes.com/sites/williamarruda/2017/07/09/how-to-write-a-stellar-linkedin-summary/#54972cb13067>

Assessment Rubric and Scoring Guide

RESUME AND PROFESSIONAL PROFILE		Score	4	3	2	1
			Excellent	Acceptable	Poor	Unacceptable
Evaluation criteria	Criteria includes:					
Analysis and Evaluation	<ul style="list-style-type: none"> - Well written and descriptive of your professional brand - Includes your new internship experience outlining new skills, knowledge, or experience gained 					
Presentation and Structure	<ul style="list-style-type: none"> - Proper spelling, grammar, and formatting - Submission expectations, including due date, were met - Organized structure with clear headers showcasing strengths 					

Final Assignment (2 options)

Due: Friday after last week of internship
20% of final grade

Final Assignment

Your final assignment is intended for you to be able to show what you accomplished through your internship. This showing can take the form of a final paper or a digital storytelling project.

OPTION 1: Final Paper

Guidelines:

Being able to articulate your personal and professional development, learning, and growth after an international internship can be challenging. Think about all the ways in which your ISA internship left you better prepared for life after college graduation. In a paper of around 2000 words, describe the specific skills (soft skills, career/field-specific skills, and any skills related to your overall global knowledge and competencies) that you gained while abroad. Provide clear and compelling examples from your onsite experiences to show how you gained these skills and met your goals identified at the beginning of your program. You are expected to create a compelling narrative about the impact your international internship had on your life now and how it will impact your future as well.

Assignment expectations:

- Please be attentive to your writing (grammar, word choice, punctuation, etc.).
- Include the following: your name, your internship placement (city & organization), the date
- Your final paper should be double-spaced

OPTION 2: Digital Storytelling

Guidelines:

In a format combining video, images, music and spoken word, tell the story of your personal and professional learning and growth throughout your ISA internship. Consider what you would want potential employers to know about you and how your internship prepared you for life after college. What challenges did you face throughout your internship? How did you meet these challenges? What unexpected successes and failures did you encounter and what did you learn from them? You are encouraged to tell your own story in this assignment – but remember that this assignment is intended to reflect your learning and professional growth throughout your internship.

Example of a good digital storytelling project: <https://www.youtube.com/watch?v=wG6VGXsXx6g>

Assignment expectations:

- Your story should have a point of view, pose and answer a question/tell a story, emotion, your voice, and be engaging with good pacing, images, music, etc.
- Final videos must be between 3-5 minutes long and must demonstrate evidence of editing.

Assessment Rubric and Scoring Guide

OPTION 1: FINAL PAPER		Score	5	4	3	2	1
		Performance Level	Exceptional	Developing	Competent	Beginning	Unsatisfactory
Evaluation criteria	Criteria includes:						
Learning Objectives	- Own learning objectives discussed (as identified in						

	<p>Goal-Setting Activity)</p> <ul style="list-style-type: none"> - Consideration of how this international internship has contributed to career knowledge and shaped your career path/goals - How, or how not, have objectives evolved over internship or shaped the experience 					
<p>Balance of Reflection & Critical Thinking</p>	<ul style="list-style-type: none"> - Evidence of an appropriate balance between critical thinking and description - International similarities and differences considered - Career/discipline specific knowledge and soft/transferable skills discussed - Examples from your own internship experience are used to support the discussion - Examples include both placement experiences and social experiences (travel/living) 					
<p>Clear Argument and Presentation</p>	<ul style="list-style-type: none"> - Development of a clear argument demonstrating logic and reasoning 					

	<ul style="list-style-type: none"> - Discussion flows smoothly, including an introduction and conclusion - Depth of discussion appropriate to recommended word count - Spelling, grammar, expression and formatting - Consistent referencing style, if applicable - Meets due date expectations 					
OPTION 2: DIGITAL STORYTELLING PROJECT	Score	5	4	3	2	1
	Performance Level	Exceptional	Developing	Competent	Beginning	Unsatisfactory
Evaluation criteria	Criteria includes:					
Learning Objectives	<ul style="list-style-type: none"> - Own learning objectives discussed (as identified in Goal-Setting Activity) - Consideration of how this international internship has contributed to career knowledge and shaped your career path/goals - How, or how not, have objectives evolved over internship or 					

	shaped the experience					
Balance of Reflection & Critical Thinking	<ul style="list-style-type: none"> - Evidence of an appropriate balance between critical thinking and description - International similarities and differences considered - Career/discipline specific knowledge and soft/transferrable skills discussed - Examples from your own internship experience are used to support the discussion/question to be answered - Examples include both placement experiences and social experiences (travel/living) 					
Clear Argument and Presentation	<ul style="list-style-type: none"> - Development of a clear question to be explored/story to be told - Story flows smoothly and creatively, demonstrating the use of multi-media components in a thoughtful manner - Depth of story appropriate to recommended video length 					

	<ul style="list-style-type: none"> - Is the content presented professionally, including grammar and visual aesthetic - Submission expectations, including due date, were met 					
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Attendance

Because the course relies heavily on student participation, attendance at the Bridging Cultures Program and your host organization is required. Participants must adhere to the schedule determined by the host organization internship supervisor. In the event you are unable to attend work, you must properly notify the ISA On-Site Coordinator and your internship supervisor. It is expected that participants will perform the duties to the best of their ability and failure to do so may result in academic probation, a failing grade, or dismissal from the program.

Failure to adhere to the schedule as established can result in disciplinary action as well as jeopardize your grade. Please refer to the ISA Internships Code of Conduct for specific details. In the event you are dismissed from the program, you should understand that serious financial and academic repercussions may result and that these repercussions are solely your responsibility.

Excused Absences & Verification of Absences

If you are unable to attend work at your host organization or submit assignments on time due to an illness or other extenuating circumstances, you must inform your ISA On-Site Coordinator, your Internship Supervisor, and the ISA Internships Academic Supervisor. It is recommended that you provide a doctor’s note, email confirmation from host organization, host family or other reliable source to document your absence as well as propose an alternative method to make up missed hours and/or assignments.

PARTICIPATION & PROFESSIONALISM

Unprofessional or unethical conduct can lead to disciplinary probation and will require you to meet with ISA to set improvement goals. Should this behavior continue, you may fail the course or be removed from the program based on ISA Internships policies. Professional behavior is expected in digital interactions, discussion groups, and on-site. Professional behaviors and dispositions include 1) communicating appropriately and effectively, 2) demonstrating constructive attitudes, 3) demonstrating the ability to conceptualize key content, 4) interacting appropriately with diverse groups in diverse settings and 5) demonstrating a commitment to professional ethics and behavior.

ACADEMIC HONESTY POLICY

Students at Carroll College and enrolled in ISA Internships programs are expected to have high standards of integrity. The Carroll College Code of Student Conduct defines plagiarism as including, but not limited to, “the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” For further information about plagiarism and examples of plagiarism see the Carroll College catalog.

Any student who plagiarizes essays, falsifies hours and/or projects completed, or other dishonest behavior related to their ISA Internship and work at the host organization is subject to dismissal or other appropriate disciplinary action by ISA and Carroll College. Please refer to the ISA Internships Code of Conduct and Carroll College’s Academic Catalog for the correct procedures to follow if you have questions concerning the conduct of this class or the grading procedures (other than a final grade).

All suspected cases of plagiarism will be investigated and, where verified, will be penalized; the penalty can be as severe as immediate failure in the course. If you are unsure about whether some actions constitute plagiarism, please ask your ISA Career Advisor or ISA Academic Supervisor.

The Carroll College Academic Integrity Policy can be found at:
www.carroll.edu/academics/catalog/