

**IS523: Culture and the Global Workplace
Summer: 1 credit (SAMPLE SYLLABUS)**

COURSE DESCRIPTION AND OBJECTIVES

This online seminar provides academic and professional development support to undergraduate students while they participate in internships outside the United States with a wide variety of organizations. The course critically explores the role of culture in shaping human experience and engages students in discussions regarding global and intercultural competence and the challenges and opportunities of living and working inter-culturally. This course introduces students to basic principles of globalization and encourages students to integrate their academic coursework with their work experiences, career development goals and their personal skills and values.

Students will be assessed based on their ability to engage analytically with course readings and discussion, not for hours or performance in their internship placements. For a one-credit class it is expected that students spend three hours per week on course assignments outside their internships.

COURSE OBJECTIVES

By the end of the summer students should be able to:

- Critically discuss the role of culture in shaping human experience, identity and communication
- Define global competence and articulate strategies for building and measuring intercultural knowledge and skills
- Identify strategies for productively responding to issues, conflicts and questions that may emerge in an intercultural context.
- Engage with basic principles of globalization and interconnectedness.
- Review, reflect and describe their internship experience and effectively communicate the ways in which they have personally and professionally developed during their internship
- Understand general aspects of the workplace in their country and specifics of their industry/field
- Demonstrate skill in using basic career and professional development tools to enhance their ability to leverage their international internship experience to achieve personal and professional goals

COURSE FORMAT

IS523 is an online virtual seminar connecting students interning around the globe to each other and to campus. **This course is designed to foster collaborative peer learning. Engaged and critical discussion as well as preparation, active participation and “attendance” are therefore not only expected but will be a significant component of final evaluation.**

We will use Learn@UW and Skype to communicate and share ideas throughout the semester.

IMPORTANT: Weekly written assignments are due MONDAYS by 9AM Central Time. If you will be traveling over the weekend please plan accordingly. Responses to peer posts must be posted between Monday 9AM and Thursday at 5PM Central Time. Students then need to read and respond to discussion on their posts before they post their next assignments the following Monday morning.

Discussion can happen at any time during the week, but you should expect to log-in about three times each week to keep the discussion going with your peers.

To meet *minimum* satisfactory course requirements each well you will be expected to **read and respond to at least TWO peer field note/reading response posts, partners to be assigned.** You are also expected to read and respond to questions or discussion that develops in response to your post. This means that there should be at least **five posts from you each week** (one post, two responses, two follow ups). Students are responsible for meeting deadlines, completing assignments and making arrangements to meet course expectations. **This includes procuring a computer and internet connection.**

REQUIRED READINGS

Article readings and excerpts will be assigned throughout the term and will be available on Learn@UW. Readings will also be available in the form of a hard copy course reader. If you are traveling to a destination with intermittent internet you are required to obtain a copy of the course reader from IIP prior to departure.

For the first week you also need to identify **one current news story** about your host country (e.g. BBC, NY Times, Guardian, local source) and **one source of cultural/historical introduction** to your host country (e.g. Lonely Planet section, other book or article you identify). Please also read and keep up with the local news in your host country (newspaper, magazine, TV, radio, etc.) as you prepare to go and throughout your time abroad.

See the course calendar for weekly reading assignments.

COURSE REQUIREMENTS & ASSESSMENT

Field Notes/Reading Responses	25%
Discussion	25%
Supervisor Meeting	5%
Skype Check-in	5%
Informational Interview	5%
Resume & LinkedIn	10%
Final Field Notes	20%
Re-Entry Attendance	5%

Final Grading Scale %: 100-93 (A); 92-88 (AB); 87-83 (B); 82-78 (BC); 77-70 (C); 69-60 (D); below 60 (F).

Field Notes & Reading Response (due weekly, by Monday 9am Central Time): The field notes are intended to encourage and facilitate critical reflection for students during their time abroad and in their internships. Students will post their reflections and responses to the readings on a weekly basis and will be expected to comment on and provide feedback and discussion regarding at least two peers' post each week. Field notes/reading responses should each be about **500 words** (~ 1-2 pages double spaced).

Field Notes: Although the content will vary according to your experience some prompts for reflection include:

- Observations and reflections on your experience adapting to a new culture and work environment; specific challenges you might have encountered and reflections on how to address them in the future
- Discuss relevant news or events in your country or city and how they affect you and your colleagues
- Specifics about jobs/tasks/projects accomplished. Has your prior academic work been relevant or helpful?
- Progress toward achieving your personal and professional goals and those set by your employer: give specifics of what you learned and how
- Problems you encountered in your job assignments, work or living environment and efforts you or others made toward conflict resolutions. Can you comment or speculate on any cultural miscommunication?
- Describe something new you learned about your organization
- Describe a professional misconception or miscommunication and how you dealt with it
- Detail a conversation you had with a person at your organization. What is the nature of their work and position?
- Expectations and goals for the following weeks remaining in your internship

For week one include a self-introduction. *About yourself:* Your name (and how you would like to be addressed), major, year, where you are from/any other background you want to share. *About your internship:* the country and city you are in, the organization you are interning with, your role as an intern.

NOTE 1: *This course is a safe space to discuss the highs and lows of your experience and have a support network so please be honest and take advantage of that. You are not graded on the experiences themselves, but rather the presentation of and reflection on your experiences.*

NOTE 2: *Participants will start internship / be abroad at different times. Regardless of your location and start date, you need to complete the assignment for the week. If your internship has not yet begun please reflect on how you are preparing for the experience and expectations you have. If your internship has already ended please reflect back on the experience as well as your transition back home and goals for the future.*

Reading responses: Included within or at the end of your field notes should be reactions to the assigned reading(s) for that week. Responses must be substantive ones; agreement or disagreement should be followed by reasoned arguments explaining why. Reading responses should be of academic quality, including page numbers and citations where appropriate. A strong reading response will describe central arguments of the readings and observations, reflections and considerations on readings, including citations to support and connections to your experiences. You may pose “burning questions” for your peers to respond to.

Discussion (due weekly)

Responses to peer posts (due weekly by Thursday 5pm, Central time): You will comment on two assigned peers’ field notes/reading responses each week with your reactions, counter arguments, and feedback. Responses should be at least **150 words**. *Though we encourage a spirited debate, your responses should be reasoned, cordial, and engage the questions in an appropriate way.*

Note: If your assigned peer(s) have not posted their weekly field notes/responses before Thursday you may respond to a different peer you have not recently interacted with.

Follow-up Discussion (before you post the next week's assignment (9am Monday, Central time): You will respond to the comments/questions posted to your post to continue/close the discussion. Follow-up posts should be at least **150 words**.

ASSIGNMENTS

Supervisor Meeting (reflection due week 3 with field notes):

Students will schedule a meeting with their supervisors to discuss the organization and the intern's place in it, their specific job description and the employer's expectations of the intern within the first weeks of the internship. Your learning goals and expectations should also be part of this discussion and documented in the assignment! This assignment will be used by students to reflect on their ongoing interactions within their organization and ultimately gauge the accuracy of the employer's expectations at the end of the internship in the final field notes. Include a summary of this meeting with your week three field notes (~**250 words**) Be sure to include your reactions to the process and any questions you still have.

Skype Check-in with IIP Advisor (by week 5, Friday, July 15th):

This should be conducted after your supervisor meeting to check-in with your IIP Advisor for about a 20-30 minute meeting. The purpose of this meeting is to have a discussion of how the internship is going, how it connects with your academic experiences and career goals, and address any issues or concerns. Credit is given for completion, not content of discussion (IIP advisor will confirm completion with the instructor).

Informational Interview (reflection due week 6 with field notes):

An informational interview is a meeting that you initiate with an individual working in your field of interest. This is an opportunity to gain valuable inside information and advice from individuals in the field to explore a possible career path. The interview serves to help clarify and define your career goals and gain insight into careers, industries or organization you may be interested in. Read the guidelines and questions in Learn@UW/course packet before you conduct this! It can be with someone in your organization, elsewhere in your host country, or someone else at home or abroad (UW alumni make for great informational interviews!) Include a summary of this meeting with your week six field notes (~**250 words**). Be sure to include your reactions to the process and any questions you still have.

Resume & LinkedIn (due week 7 by 9am Friday, July 29th Central Time):

Updating your resume and LinkedIn (or creating an account!) is an important step toward the end of an internship and as you begin thinking of what will be next. Students will need to update their resume incorporating the internship experience and making any other format updates based on the tips and samples provided. A LinkedIn account should be created or updated with the new internship and students should connect to 5 people such as peers from class, people at your internship or who you've met abroad, people from past positions, or campus connections. Students will also join the International Internship Program Group. Guidelines on resumes and LinkedIn will be provided in Learn@UW and the course packet.

Your resume should include the link to your LinkedIn and should be submitted to the instructor via DropBox for review and comments.

Final Field Notes (6-8 pages; due by Monday, August 8th at 9am Central Time):

The final field notes provide an opportunity to reflect on the entire internship experience. The goals of the final paper are:

- To provide an opportunity for the student to reflect on and synthesize the full experience, and to analyze personal and professional effectiveness;
- To flesh out connections between theory and practice;
- To facilitate closure of the internship experience.

This paper should include:

- An analysis of the organization's activity and mission and the global context in which it operates
- Your observations of the organization's strengths and weaknesses
- A reflection on your expectations and goals for this internship. Why did you want to do this internship? What were your goals? Discuss the extent to which your objectives were accomplished and if not, which goals came up short.
- Discussion of what you have learned in this course and your experiences living and working abroad regarding the role of culture in shaping human experience, identity and communication
- An analysis of what it means to be a globally competent individual and a self-assessment of your own perceived strengths and weaknesses in this regard
- Critical reflection and discussion of any specific challenges and strategies you employed or wish you had employed to respond
- Any specific opportunities you had during this experience to build or improve your communication, team building or problem solving skills
- How were you able to apply academic learning to your internship experience?
- How has this experience abroad solidified or changed your career focus or goals; or what academic interests have you developed as a result?

Include references and citations to at least two readings from the course that informed your experience and understanding. This assignment will be posted to DropBox.

Academic Integrity: You are expected to uphold the expectations of academic honesty and integrity according to the standards of the University. Your work should be your own. Always cite your sources, including author, page numbers or website if applicable. Do not cut and paste from websites without quotations and source information. Do not present as your own ideas or words that belong to someone else. If you have questions about how to properly cite your sources please contact me or refer to the UW Writing Center's guidelines. Anyone suspected of cheating, plagiarizing or otherwise failing to meet the standards of academic integrity will, at a minimum, receive a zero on the assignment. Additional sanctions may include notification of the Dean of Students Office, failure in the course, expulsion from the course or expulsion from the university. For more on the University's Academic Integrity policy see: <http://students.wisc.edu/doso/acadintegrity.html>

Privacy and Confidentiality: Students are expected to respect and maintain the privacy and confidentiality of their peers. Any information about employers, colleagues or any personal information shared by students in the course is not to be disseminated in any way, shape or form without the consent of the author.