

**INTE-GE 2802 Field Study & Seminar in International Education  
(3 or 4 credits)**

**Spring 2017**

Professor: Elisabeth King  
Office: 306W Kimball  
Email: e.king@nyu.edu  
Office Hours: by appointment

Internship Coordinator: Jamie Remmers  
Email: jamie.remmers@nyu.edu  
Office hours: TBA

Internship website: <http://steinhardt.nyu.edu/humsocsci/international/internships>  
Course website: NYU Classes

### **Course Description**

The International Education M.A. Program is designed to prepare professionals who understand the international implications of their responsibilities and have the ability to utilize their knowledge and skills across international and cultural boundaries. We are committed to linking theory and practice. As part of this commitment, each student is required to participate in a semester-long internship with an agency, office, or project involved in some way in international education. Many students begin this internship during their second semester in the program. Each year, internships are offered by organizations in the public, private, and nonprofit sectors. Most students choose internships in New York City, but some choose to work in Washington, D.C., or other places in the U.S., and many select international settings for the internship (our department offers a terrific internship opportunity in Ghana). Recent placements include the Institute of International Education, Inter-Agency Network for Education in Emergencies, New York University, Pace University, International Rescue Committee, Inter-American Development Bank, New York Immigration Coalition, Peace Corps, Avenues: The World School, Queens College, United States Department of State, One to World, Sesame Street, Catholic Charities Refugee Resettlement Office and many more. A full list of recent internship placements can be found at the following website, where you will also detail your internship experience at the end of the course: <http://steinhardt.nyu.edu/humsocsci/international/internships/opportunities>.

The goals for the internship and the accompanying course are for you to:

1. Acquire valuable hands-on experience and exposure to real-world issues in careers in the field of international education;
2. Develop, practice and receive feedback on basic professional skills identified as especially important by employers and now-employed former students;

3. Develop networking relationships and gain exposure to different roles and professional opportunities within the international education field.

Overall, this course aims to meaningfully contribute to students' professional development and job readiness in the field of international education.

## Requirements

In parallel to your internship, you are required to complete the following assignments. While the assignments are graded pass/fail, we expect you to invest time and effort in them in order to achieve the course objectives and serve you well in your job search and future careers. Feedback will be provided. In the event it is warranted, you may be asked to revise and resubmit an assignment in order to receive a "pass" grade. Multiple resources (brief videos, handouts, etc.) will be provided on NYU Classes to support you as you work through the assignments.

### 0. ***Approved internship placement***

Students are responsible for finding their own internships. To support this process, see the internship website. The Internship Coordinator is available to meet individually with students. There are also organized panels and related events to assist students in finding an internship.

Once you have secured an internship, please fill out the **Pre-Approval form** (available on the internship website) and email it to the Internship Coordinator for approval. This form should be **submitted via NYU Classes prior to the beginning of the course (due: January 24, 3:30 pm)**.

### 1. ***Internship formal agreement***

In addition, a **formal agreement** must be signed between NYU and the internship site supervisor to ensure the experience meets the standards and qualifications of the INTE-GE 2802 course. The agreement can be found on the internship website and on NYU Classes. It is important that both the student and internship supervisor review this document within one week of the beginning of the semester. The student must upload a scanned copy of the agreement signed by her/himself as well as by the employer (internship supervisor) **to NYU Classes by Sunday at 5pm, the second week** of the semester (Feb 5<sup>th</sup> at 5pm). The student should also provide a signed copy to the internship supervisor for his/her records.

2. ***Attend two course meetings***, one at the beginning of the class, and one at the end. The mandatory classes will take place Tuesday Jan 24<sup>th</sup> from 3:30-4:45 and Tuesday May 2<sup>nd</sup> from 3:30-4:45. Both classes will take place in the Kimball 3<sup>rd</sup> floor conference room. At the first meeting, we will review the course objectives and the course requirements that we will use to help us achieve them. At the final class, we will discuss your internship, course experiences and debrief the final assignments. There will also be an optional coffee break meeting halfway

through the semester (**Thursday March 9<sup>th</sup>, 3:30-4:45**) where students are invited to come share and discuss their internship and coursework experiences with the instructor, internship coordinator and other students.

**3. Time management & Gantt charts.** Please draw on the resources provided on NYU Classes. Then, use your newfound skills to plan out your engagement with the internship course and the timeline along which you will work on and complete your assignments. The Gantt chart should cover the entire semester. You are required to submit a Gantt chart that illustrates the start and finish dates (calendar dates) of each requirement and assignment for the course and that breaks down the work you will need to do into manageable pieces. You should also include the time you will work at your internship itself in your chart. Upload your Gantt chart to **NYU Classes, due by Sunday at 5pm of week 3 (Feb 12<sup>th</sup>, 5pm)**. A grading rubric is provided on NYU Classes.

**4. Resume coaching.** You are required to book a resume coaching session with the specialists at Wasserman. Each appointment lasts 30 minutes and must be booked via NYU careernet. Take a copy of your most up-to-date resume to the meeting. See the resources on NYU Classes to help you work on your draft. Welcome your coach's feedback and refine your resume accordingly. The coaching session must be completed **prior to week 7** of the course. After your session, please send your Wasserman coach a **thank you note** (a great practice!) **and upload a copy of the note to NYU Classes**. This thank you note is due by **Sunday at 5pm of week 7 (March 12<sup>th</sup>, 5pm)** of the course.

**5. Project management simulation.** Imagine that your internship supervisor has asked you to organize a public event that will take place during International Education Week in November, at or near your internship site. The event aims to put a spotlight on the work of your internship site in a way that will attract an audience of people who already know the organization as well as those who are less familiar with it and that will encourage these people to become more interested/invested in its work. The internship supervisor has asked you to manage this project in its entirety, from specifying and promoting the site-specific goals of the event; to inviting and communicating with guests; to managing logistics (such as budgeting and promotion); to trouble-shooting (be prepared for a curveball or two!)

The internship supervisor envisions being able to financially support (through a grant s/he anticipates winning) all of the costs associated with the event. This includes the participation of two international experts (each coming from a different continent/area of the world) and one expert based in the US. This includes hotel accommodation, meals, transport from the airport, etc. – all costs associated with their stay. Your supervisor would also like to provide lunch (and a coffee break if event/timing warrants) for up to 100 participants from the organization and the public. S/he doesn't know what other costs may be involved but has asked you to detail them in a budget proposal. Work through the NYU Classes resources in order to complete the following:

By **5pm Sunday of week 10 (April 9<sup>th</sup> at 5pm)**, you are required to draw on the resources provided on NYU Classes and:

**5a.** Decide who you would like to invite to speak at your event. Find her/his contact information. Write and upload to NYU Classes an **email inviting one of the international guests** to participate in your event. (Of course, given this is a simulation, we are not really sending this invitation to the guest). This email (well-written, error-free, polite and tone appropriate) should detail the event (providing a title and description), include all of the relevant information for the guest's visit and the expectations that you have of them, and be written in such a way that the guest is encouraged to participate. A grading rubric is provided on NYU Classes.

**5b.** Create and upload an **event budget** to NYU Classes **including a budget in an excel spreadsheet**. This budget should include all relevant line items and an automatically tabulated total cost (sum) for the event. You are also required to submit a **budget narrative in word**. A budget narrative is a justification of how and/or why each line item is required to meet the event goals. A grading rubric is provided on NYU Classes.

**5c.** Create an 8x11 **event poster** that could be used to publicize your event and garner public participation. Imagine it being posted in the Steinhardt lobby, on a bulletin board at an NGO and at a different college. It will be displayed at the final class when we will discuss your internship experiences. You are required to **upload a PDF to NYU Classes and bring a print copy to class**. Your peers will provide you feedback at the final class. The International Education faculty and internship coordinator will choose some of the posters to be featured on the internship website.

**6. Job panel or workshop & reflection.** You are required to attend **one or more** job-skills or job-search related panel or workshop on campus (in our program, department, Wasserman, NYU or NYC more broadly) and to **submit a one-page (double-spaced) reflection on the lessons that you learned and how you hope to apply them going forward**. (You may take two pages if you wish, but not more). The International Education Program Student Board typically runs at least one such panel each semester. Wasserman also runs many such events. See: <https://events.nyu.edu/#view/all/group/wasserman-center>. **Your reflection is due Monday at 5pm of week 14 (May 1<sup>st</sup> at 5pm)**. Themes arising in the reflections will serve as a basis for some of the conversation during the final class.

**7. Practice job application and interview.** Near the end of the semester, you will have the opportunity to apply for one of several mock jobs in the area of international education that will be posted to NYU Classes. You are required to submit **two cover letters and your resume for the two top positions** for which you would like to apply. **Please ensure that your internship experience is detailed on your resume**. The jobs will be posted to NYU Classes during week 11 (reflecting of the type of real-world timelines you are likely to experience) and your applications will be due by **Monday at 5pm of week 13 (April 24<sup>th</sup> at 5pm)**.

During **week 14 (specific date TBD)**, you are required to **participate in a brief mock interview for one of the positions for which you have applied**, conducted by real-world professionals (and hopefully NYU International Education alums!) in the field in which you are

interested. This will give you a real-world networking opportunity and practice preparing for and answering interview questions. You will receive direct feedback from interviewers. You should send a thank you note after your interview.

8. **Letter of completion/recommendation:** Over the course of your internship, you are required to complete at least 135 hours of work for 3 credits or 180 hours of work for 4 credit (which can be spread out part-time over the course of a semester, or done intensively, full-time). Before the end of the course (**Sunday at 5pm of week 14, May 7<sup>th</sup> at 5pm**), please submit via NYU Classes **an official letter signed by your internship supervisor** stating that you completed 135 or 180 hours of work, and the tasks for which you were responsible. We encourage you to ask that this be an open letter of recommendation that you can use applying for future jobs. We recommend that you send a thank you note to your internship supervisor and to others that were important to your internship experience.

9. **Internship Experience Evaluation:** Please go to <https://goo.gl/forms/2jxKQ8muxreahRAw1> and complete the questionnaire detailing your internship experience by **Sunday at 5pm of week 14 (May 7<sup>th</sup> at 5pm)**. This information will help us build our internship program and database and is a crucial resource for the students that follow you in the program.

**OTHER:**

If you come across job opportunities that may be of interest to your fellow classmates, please email those to Jamie Remmers.

If you find any great resources related to professional skills as you work through the assignments, please share them on the appropriate NYU Classes forum. Your classmates will thank you!