INTE-GE 2802 INTERNSHIP COURSE REQUIREMENT (4 Credits) – FALL 2011

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Internship website: http://steinhardt.nyu.edu/humsocsci/international/internships
Course website: http://home.nyu.edu (Blackboard)

Here is some basic information about the internship component of your MA degree at NYU. You are welcome to make an appointment with Letizia La Rosa, Lindsey Sasaki or Sarah DeMott to discuss the internship in greater depth, if needed.

The internship course is required for all students in the MA program. Many students begin this internship during their second semester in the program.

Why is an internship required?

All masters and doctoral students in the program take core courses designed to acquaint them with modernization theory, cross-cultural perspectives of socialization, various educational patterns, and the implications of increased global interdependence. With the program's strong foundation in the social sciences, students are expected to carry out meaningful research of historical, anthropological, and sociological issues. Besides providing a strong academic base, the program trains students in an area of professional specialization: cross-cultural communication, global education in the schools, or international education development.

The program recognizes the need to link theory and practice, and, consequently, each student is required to participate in a semester-long internship with an agency, office, or project involved in an aspect related to international education. The purpose of the internship is to acquaint the student with current practices in the field, to assist the student in the profession.

How do I find an internship?

- **Explore your own interests:** What is your area of specialization/geographic concentration? What organizations do interesting work in these areas? What kind of skills do you want to develop? What time of the year is best for you?

- **Research possible options:** Look up relevant organizations on the internet; write to human resources and internship offices at these organizations; attend panels and job talks at NYU; communicate with program peers and alumni to find out about their experiences. Examples of past internships are listed on the international education website.

- **Application:** Apply early to internship opportunities that are posted on websites or list-serves; apply to several options; tailor your cover letters and resume to each case (free help on resumes is offered by the NYU Career Services office)

- **Approval:** Once you have chosen your possible internship sites, contact Letizia La Rosa to make sure these options are approved by the program
Once I have been accepted at my internship, what requirements must I fulfill?

- **Complete at least 180 hours of work** (which can be spread out part-time over the course of a semester, or done intensively, full-time)

- **Formal Agreement** – A formal agreement between NYU and the internship site to ensure the experience meets the standards and qualifications of the INTE-GE 2802 course. The student should attach a copy of the agreement to the internship description and submit to his/her supervisor within the first week of the start date. The agreement can be found on blackboard under “Course Documents.” Both the student and internship supervisor must review this document within two weeks of the beginning of the semester. The student should submit agreement signed by employer and intern to designated “Assignment Folder” via Blackboard by the second week of the semester.

- **Maintain a journal of your activities** throughout the internship period – the entries should be daily reflections and should be 2-3 pages each. The purpose of this log is to describe the experience itself and record your reflections on it. This log is to be turned in four times throughout the semester at the four designated dates (below). [Suggestions for what to include in your journals are provided below. Sample journals from past semesters are available under “Course Documents” for you to review on Blackboard.]

- **Research Topic and Outline** – Submit a one-page outline that begins with a topic paragraph (maximum 250 words) describing the subject and theoretical approach you will be considering for the final paper. This is an exercise to help you begin organizing your thoughts around your topic and for the faculty to provide guidance during the research stages of writing the final paper.

- **Write a 12-15 page paper**, on a topic which critically analyzes a topic of interest that arose out of your internship experience. The broad purpose of the paper is to link your concrete experience to some of the International Education theories and concepts that have been discussed throughout the program. [Further information about the final paper is provided below. Sample papers from past semesters are available for you to review on Blackboard.]

- **Submit an official letter signed by your internship supervisor** stating that you completed 180 hours of work, and the tasks you were responsible for. This letter may also be useful as a letter of recommendation for your own future use.

**FORMAL AGREEMENT DUE DATE:** Tuesday, September 20, 2011 by 8pm via blackboard.

**JOURNAL DUE DATES:** Your journal will be submitted in four parts via blackboard, as follows:

- Journal Assignment #1: October 4, 2011 by 8pm;
- Journal Assignment #2: October 25, 2011 by 8pm;
- Journal Assignment #3: November 15, 2011 by 8pm;
- Journal Assignment #4: December 6, 2011 by 8pm.

**RESEARCH TOPIC & OUTLINE FOR FINAL PAPER DUE DATE:** Tuesday, November 15, 2011 by 8pm via blackboard.
**FINAL PAPER DUE DATE:** Friday, December 9, 2011, 8pm via blackboard.

**EMPLOYER LETTER:** You are required to have your employer write a letter according to the guidelines above confirming your completion of 180 hours. This letter should be scanned to you with a signature and then uploaded on blackboard before or by Friday, December 9, 2011, 8pm.

**What should I write about in my journal?**

You should keep a daily log of the daily events of your internship experience, as well as maintain an account of your responsibilities.

1) What is the primary mission of your internship organization? And how does the organization go about fulfilling this mission?

2) What kinds of outcomes do you hope to achieve, and how will you measure them?

3) How does your organization/program fit within other kinds organizations with similar goals? How might it be more innovative? How might it be more effective?

4) What are some challenges the organization/program faces? How does your organization handle them? How would you handle these challenges differently?

5) What are some of the underlying assumptions of this organization/program? What are some of your own assumptions?

6) How do your coursework and theoretical readings relate, if at all, to the work you are doing in your internship and how you understand and analyze what is happening?

7) How have your previous professional experiences influenced your work at the internship?

8) What are some of the recommendations that you would provide for students looking for internships in the future?

**Where have students completed internships in the past?**

International Institute for Education (IIE)
Sesame Street Workshop
Amnesty International
University Offices of Global Education
Study Abroad Offices
iEARN
(For a complete list, see the international education website).

**What should my final paper be about?**

The final paper should be a critical analysis of a topic of interest that arose out of your internship experience. It differs entirely from the goals and the style of the journal. Whereas in your journals you are encouraged to record your own feelings and experiences, the final paper should be written entirely in an academic style and include at least ten academic sources to support your argument. The broad purpose of the paper is to link your concrete experience to some of the international education theories and concepts.
that have been discussed throughout the program, and you are welcome to use the readings from the core courses as some of your sources. However, you are expected to go outside of the core readings to find sources specific to your topic of interest. You are free to choose any topic; the papers will be graded on the strength of your analysis and arguments.

Students are welcome to set up time to meet individually with course faculty, Lindsey Sasaki, over the course of the semester to discuss internship experience and final papers.

**Listserv:** If you do not receive emails from the MA Internship listserv from Letizia La Rosa, send her an email ASAP! This listserv is used primarily to send out internship and job opportunities which can help you find an internship for this course.

**Policies and Procedures**

- Extensions on coursework—the journal and research paper—will not be granted. Barring serious illness or family emergency (both with appropriate documentation), only an extension on internship hours will be permitted. You are still required to turn in all paperwork by the specified deadline. For example, your journal must be turned in by the due date even if incomplete; it should include complete entries up until the last day of class. This policy will be strictly enforced.
- Exceptions to the above policy shall be granted only in extreme circumstances, and require appropriate written documentation. Examples of exceptional circumstances include a learning disability (documented by NYU in the form of a written letter from the Center for Students with Disabilities) or hospitalization. Changing topics, not completing hours on time due to poor time management; and procrastination do not count as exceptional circumstances.
- This course is graded on a pass-fail basis. Failure to turn in the following documents by the deadline via Blackboard will result in a failing grade:
  - Signed Formal Agreement
  - Attendance – 5%
  - Journal (4 submissions) – 20%
  - Research topic and outline – 5%
  - Research paper – 30%
  - Completion of 180 hours confirmed by a letter from internship supervisor – 40%

Passing grade = 75% or above