

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

Fall 2017

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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

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.

In parallel to your internship, you are required to attend three mandatory classes, on Sept 11, from 11am-12pm, Oct 19, from 4-5pm, and Dec 7, from 4-5pm, as well as attend a mock interview session on either Nov 28 or 30, between 4-6:30pm. There will also be two optional lunch hour meet ups on 9/28 and 11/09 (at noon), and two optional happy hours following the second and third course meetings (5pm on 10/19 and 12/7). (Some locations TBD).

In addition, you are required to complete the assignments outlined below. Assignments are graded pass/fail, but 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 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. Assignments are due on the Sunday night at the end of each week of the course, at 5pm, via the NYU Classes site.

Pre-Approval form

Once you have secured an internship, please fill out the Pre-Approval form (available on the internship website) and submit it for approval via NYU Classes. ***Due ASAP to Maria.***

Formal agreement

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 summer semester. Please upload a copy to NYU classes and provide a signed hard copy to the internship supervisor. ***Due 9/24.***

Gantt chart

Please draw on the resources provided on NYU Classes which explain Gantt charts. 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. A grading rubric is provided on NYU Classes. ***Due 9/24.***

Internship advertisement poster

Promote your internship site to future students by creating an 8x11 poster. Imagine it being posted in the Steinhardt lobby or on the International Education website. The International Education faculty and internship coordinator will choose some of the posters to be featured on the website. Be sure to include the name of your organization and the words "intern" or "internship" and "NYU International Education program". ***Due 10/1.***

Project management simulation

Imagine that your internship supervisor has asked you to organize a public event involving a keynote speaker, to 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!)

i) Invite the keynote speaker via email

Decide who you would like to invite to speak at your event, who must be an international guest, not based in the US. Find her/his contact information. Write and upload to NYU Classes an email inviting them to participate as keynote speaker at 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. At the bottom of your email, please include a brief bio such that I know more about who you (are pretending to) invite. ***Due 10/15.***

ii) Create a budget

Your internship supervisor would also like you to create an event budget. S/he 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 your keynote speaker, another international expert coming from a different continent/area of the world, and one expert based in the US, plus hotel accommodation, meals, transport etc as may be required. 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. Create and upload an event budget to NYU Classes including a budget in an Excel spreadsheet and a budget narrative in Word. The budget should include all relevant line items and an automatically tabulated total cost (sum) for the event. The budget narrative is a justification of how and/or why each line item is required to meet the event goals. ***Due 11/5.***

Resume coaching (and thank you note)

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 Nov 15. 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. ***Due 11/19.***

Mock job application and interview

In week 10 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 a cover letter and resume for the position for which you would like to apply. Please ensure that your internship experience is detailed on your resume **Due 11/19**.

The following week – on Tues Nov 28 or Thurs Nov 30 -- 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. Interviews will last 30 minutes, and 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.

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). See: <https://events.nyu.edu/#view/all/group/wasserman-center>. Themes arising in the reflections will serve as a basis for some of the conversation during the final class. **Due 12/3**.

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). You must 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. **Due 12/15**.

Internship experience evaluation

Please go to <https://goo.gl/forms/2jxKQ8muxreahRAw1> and complete the questionnaire detailing your internship experience by the end of the course. 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. **Due 12/17**.

OTHER:

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

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!