



INTP 3347 (3 Credits)

Remote Global Internship Course

CAPA Summer 2021

Course Rationale and Description

The Covid-19 global pandemic has illustrated how small the world is and how porous national borders are despite an unprecedented increase in nationalist rhetoric across the globe, particularly within the political and economic realm in recent years. Ironically, due to the pandemic, there has been a significant rise in media attention given to, and a rise in public consciousness of, the need for fully operational transnational (open border) global supply chains to support the movement of goods, such as health supplies and capital.

Covid-19 has also changed the way many companies and their employees conduct business. The main difference is that many people are now, and will into the future, work from home. This has created many challenges on operational and personal levels, many of which have been overcome through the use of technology. In terms of personal challenges, these include the need for creating work routines (and spaces), work-life balance, and maintaining one's wellbeing.

When physically interning abroad, students see and experience different work cultures, many of which echo the national cultures of the host nation, such as work and communication customs and concepts of time which can be placed into the categories of high context and low context cultural norms. One main difference between these two cultures is that in a low context culture, such as that in many parts of the US, work/educational directions and communication (work systems) are explicit and well-organized. In high context cultures in, for example, Ireland, communication can be highly ambiguous and seemingly disorganized. Do these customs change when interaction is through online communication, be it through text (i.e. emails and written communication) and/or through communication technologies such as Zoom which facilitate face-to-face interaction across space? Of course, Americans may not write "right?" at the end of their written sentences like they might say it in verbal communication, and likewise, Spanish speakers will not write "no?" as they might say "no?" at the end of their spoken sentences in their verbal communication. However, work practices, expectations, and cultural nuances still exist. They may become more invisible, yet still present, with online communication.

The ability to work and communicate across time and space, (i.e globally), with different people (cultures) is now highly valued. To do so effectively requires a number of highly prized competencies. Online communication skills are now in high demand.

Communicating effectively via technologies such as Zoom can be challenging. Apart from learning to look at a webcam or small black circle at the top of one's computer (which is difficult; especially for interpersonal and extroverted people), people need to learn how to communicate effectively through the use of, for example: their tone of voice, upper body language, and eye contact. The term "language is power" is often used in critical analysis and discourse on educational disadvantage, the power of the media, and the influence of political rhetoric (language) on elections. This ability to write/master language and tell stories across cultures is also a valuable skill when working remotely across time and cultures.

The Global Internship Course (GIC) provides a unique and innovative opportunity for students to engage in an online remote internship experience supported by academic online educational synchronous and asynchronous sessions that will further develop students' personal and professional skills while earning academic credit. The GIC fits in with CAPA's philosophy and practice of enabling students to learn about the social and cultural context of their internship placement and the host region and country, as well as other GIC themes, through comparative global analysis. At times, this analysis will be facilitated through a small selection of CAPA Masterclasses given by leading professionals from a diverse range of fields. The online class gives students the opportunity to discuss and analyze theories and models of work, organizational behavior, and management with a focus on a cross-cultural online context.

A variety of teaching and learning activities will be used, for example: lectures, workshops, discussions, informal and formal presentations, self-guided and guided research, and mock (recorded) interviews. The assessment mechanisms are all designed to support learning, using the remote internship experience as a vehicle. Above all, the online CAPA sessions give students the opportunity to listen to individual experiences, compare and contrast activities with others, and consider the experience in terms of their personal and professional development. At the beginning, we focus on self-reflection, and at the end of this process, we challenge each student to focus on self-projection. At its core, GIC provides an opportunity for students to unpack, synthesize, and articulate the value of their learning.

It is, therefore, our intention that students will treat these online sessions with the same dedication and professionalism that we expect students to display at their remote internships. Students will undertake an intensive orientation session to help them prepare for and integrate into their online internship placements which will include training in communication tools such as Zoom and Google Hangouts; presentation technologies, such as how to create narrated Google Slide professional presentations; and other programs for synchronous and asynchronous use.

Additional resources and readings to aid students' personal and professional development will be provided. Central to the pedagogy of GIC is self-reflection and collaboration; we value the diverse socio-cultural and academic backgrounds our students bring to the course and see the multi- and interdisciplinary nature of GIC as a plus for discussion and collaboration. Students with prior knowledge of certain topics covered in class are encouraged to share their knowledge in a mentoring capacity with their peers and to build upon their knowledge by considering such topics from different academic fields and a global and practical perspective. Some of the online classwork will involve sub-group collaboration. These projects are devised in a way to mimic online work practices so that students learn by doing. Furthermore, we aim to organise online synchronous fire-side chats and Q&A sessions with leading professionals who work for multinational global firms

so that students hear firsthand the challenges and possibilities from professionals who must navigate time and work cultures on a daily basis.

The content of this course is arranged around three key themes:

- ***Personal and Professional Development (PPD)***: A focus on personal and professional development provides students with the opportunity to develop self-awareness which will include development of an effective online presence, as well as an awareness of others within a professional setting. Online classes, activities, and assignments—such as formal presentations, mock interviews, a continuous professional development workshop and poster presentation—provide the perspective required to determine effective strategies for future professional and educational development. The GIC uses aspects of KOLB's model of experiential learning so that students are continually guided through a process of self-reflection to an extent that their learning is increasingly self-directed and authored. We empower/link “character building” with the capacity for students to metaphorically and physically get into character so that they can engage with a diverse range of people in a range of informal and formal online academic, social, and internship (future employment) settings.
- ***Intercultural competence, to include how organizations work and work culture***: This includes an introduction into the area of effective leadership and management styles in an online setting, working (collaboratively) in remote teams, employee motivation, performance and self-management and wellbeing when working remotely, and the management of effective professional communication via technologies such as Zoom. Students will explore the concepts of culture and intercultural competency and how the everyday socio-cultural realities of a country and/or the realities of globalization are reflected in the workplace and are reflected online.
- ***Comparative analysis, remote internship host location and the US***: Students will foster a greater sense of self and the ability to look at the world with an ethno-relative lens as connected with PPD skills outlined above. The GIC also encourages students to look at their internships and online learning from a macro or globalized perspective. In this case, the GIC also includes elements of CAPA's Student Learning and Development Outcomes (SLDOs), which include Globalization, Urban Environments, Social Dynamics, and Diversity. An example of comparative analysis is an exploration of the national and global realities facing workplaces abroad that may (or may not) differ from similar workplaces and institutions in the US. The lessons addressing this theme are driven by CAPA's professionally recorded and edited International Masterclasses, as well as current news items and developments in organizations, employment relationships, and similar activities as they emerge across the period during which GIC takes place. Issues such as globalization and sustainability may be discussed. Students are encouraged to cultivate their political consciousness, and develop an understanding of how macro political and economic policy affect the everyday life/societies in which they are interning.

Through their engagement with these three themes, students are able to personalize their learning experience. Associated assessment materials build upon previous academic and professional experiences as well as current experiences at remote internships. GIC begins with self-reflection and ends with self-projection.

Course Aims

1. To link the remote internship experience with a consideration and analysis of current and historical aspects of the various work cultures in the CAPA location to enable insightful comparison of these with the US and other (online) workplaces and cultures.
2. To build, develop, and document students' analytical and critical thinking skills related to the remote internship experience.
3. To actively participate in the (online) culture of the host society through a remote internship placement.
4. To be able to demonstrate a deeper understanding of the host organization's culture through the completion of presentations and written reflections that complement the course materials and weekly sessions.
5. To create a participative and critically challenging program which promotes personal and professional development on a number of levels, with a focus on online communication and skills.
6. To provide an assessment framework that requires students to demonstrate participation, skills development, and personal and professional awareness within a rigorous academic context.
7. To provide a program that encourages students to develop time management skills and practice wellbeing in a remote work situation.

Requirements and Prerequisites

The work undertaken at the remote internship should be viewed as academic fieldwork for the assignment requirements and online learning. While internship performance, attendance, and attitude are vitally important, it is the written work, and online presentations which account for the greatest portion of the course grade. The course and assessment tasks described in this document carry the internship credit on student transcripts (under the name Global Internship Course).

Learning Outcomes

On completion of the program, students should have the skills and be able to:

- a) identify and apply the hard and soft skills obtained from internship roles;
- b) demonstrate an improved working knowledge of the host language as related to the internship/industry;
- c) reflect analytically on an organization and/or industry through oral and written reports;
- d) demonstrate an understanding of critical and strategic thinking and its application in business and research/study with a focus on online remote communication and practices;
- e) discuss theory concerning, and provide practical and personal examples of, intercultural competence in order to function in a globalized environment and multicultural society online;
- f) discuss theory and provide examples of group formation stages and team roles in different settings, including online, and demonstrate an ability to work collaboratively in a remote setting;
- g) prepare a professional resume and cover letter, and be aware of networking platforms such as LinkedIn and the issue of social media management and etiquette;
- h) demonstrate good interview preparation and interview skills in order to articulate with confidence the value of an online, remote internship abroad as it relates to one's major, career objectives and skillsets;
- i) adapt behavior (body language, tone, vocabulary) to different online work and

educational settings.

Developmental Outcomes

Students should demonstrate: responsibility and accountability, independence and interdependence, goal orientation, increasing self-confidence, time management (wellbeing), resilience, adaptability, and appreciation of differences. Throughout the online course, students will be encouraged to observe, understand, and practice the art of interacting in different work and social situations, whereby they can consciously adapt their behavior, body language, tone, and vocabulary according to the different online situations they find themselves in.

Class Methodology

There are two components to the Global Internship Course:

The *remote internship* component of the course provides students with a unique opportunity to learn by active participation and observation remotely at a host organization in order to develop skills and aptitudes relevant to their career aspirations, critical analytical skills, and to further their personal and professional development. Students will be encouraged to relate course readings, discussions, and activities to their remote internship placements. They will be able to increase their self-confidence, self-awareness, and an awareness of others in a practical/online setting. Students will also be able to initiate the development of a network of international contacts to assist their future career.

The *academic* and reflective components are intended as a forum for students to connect the work which they are doing at their remote internship with its immediate and broader social and cultural context. Therefore, there will be a mixture of group discussions, presentations, and reflection. The online sessions allow students to participate actively in debate and to interact with CAPA faculty, guest speakers, and peers. Of critical importance will be the opportunity for students to analyze and evaluate theoretical frameworks in the context of their remote internship, session activities, and other personal experiences. The concept of “theory into practice and practice into theory” will be a significant element. All students must be participating in a CAPA remote internship placement to participate on the course. A passing academic grade will not be awarded unless students complete the minimum required remote internship hours. One of the online asynchronous sessions will be a virtual tour of a particular area/district of the host location. For example, students will take a visual virtual tour of the financial districts of Dublin and London to virtually explore the radical physical and socio-cultural changes of those spaces.

Assessment and Grading

Assessment for the course is split into two parts. The first part is directly related to the online component of the course and the second is concerned with research related to students’ remote internship placements.

Assessment/Grading Policy

The following table sets out CAPA’s grading structure:

Descriptor	Alpha	US	GPA
Excellent	A	93+	4.0
	A-	90-92	3.7
Good	B+	87-89	3.3
	B	83-86	3.0
	B-	80-82	2.7
Average	C+	77-79	2.3
	C	73-76	2.0
Below Average/Poor	C-	70-72	1.7
	D+	67-69	1.3
	D	60-66	0.7
			1.0
Fail	F	<60	0

Grade Breakdown and Assessment of Learning Outcomes

3 Credits	Week	Grade	Learning Outcomes
*Signed Learning Agreement	2	10%	a&g
My Single Story (1,000 words): Self-reflection exercise	2	20%	c&d
*Mid-Term Internship Reflection Interim reflective analysis and review of online internship experience and on-line class course work (500 words)	4	7.5%	a,b,c,h
Personal & Professional Development Review (Group poster presentation)	5	20%	b,c,f&i
Mock Interview (delivery and review) (Reflective analysis and review of mock interview experience)	5	20%	all
*Final Internship Reflection Reflective analysis and review of interview experience (750 words)	6	7.5%	a,b,c,h&i
Participation Assessment of engagement and performance during online classes, engagement with the internship site and feedback from site supervisor	6	15%	All
		100%	

* requires online meeting with internship site supervisor

Assignments

Further details of individual assignments will be found on the relevant CANVAS submission page.

Learning Agreement **10% of final grade**

All students will type up their internship objectives agreed with their site supervisors, together with their plans for achieving them, in the Learning Agreement template provided. Students will submit a draft for faculty members to comment on and, once finalized, students will submit a scanned copy, signed by both them and their supervisor.

My Single Story (1,000 words) **20% of final grade**

Based on class discussion of ethnocentric and ethnorelatives ways of thinking about people and cultures this assignment allows students to self-reflect on how they view themselves and how people in different locations might view them based on first impressions and or stereotypes.

Mid-Term Internship Reflection (500 words) **7.5% of Final Grade**

Students will write a reflection on their experiences of interning remotely online. This assignment must not only discuss their internship work, including how it relates to the academic material covered in class, but the personal challenges experienced during this type of internship and how students overcame them through, for example, good time management and technology. In preparation for this submission, students must have an online meeting to assess their progress to date and plans for the remainder of their time on the course.

Personal & Professional Development Review (Poster Presentation) **20% of final grade**

In small groups, during an interactive workshop based on best practice used as part of some industries' Continuous Professional Development programs, students will prepare and deliver poster presentations that illustrate their understanding of their internship and in-class learning and PPD skill development.

Mock Interview **20% of final grade**

Students will attend a professional mock (formal) online interview via video conferencing platform Zoom. Interviews are conducted on the basis that the interview is taking place after the current semester, and students will be encouraged to use their internship abroad experience as part of most answers. This assignment allows students the opportunity to synthesize and articulate aspects of their internship experiences and learning, such as PPD skills gained and or honed by interning remotely for a foreign company/organization.

In preparation for this assignment, students must diligently choose a realistic internship, graduate program, or job to apply for, keeping in mind that the more realistic the position, the more beneficial for the students. If, for example, they wish to apply to grad school, this is a great opportunity to be interviewed for such a program. Students may use an existing job posting taken from a company's website. Prior to the interview, students will submit an updated resume and LinkedIn profile that includes their current CAPA remote internship and online study abroad experience and write a cover letter tailored to the position for which they are applying. For example, they should echo the language in the job description in the cover letter and resume.

Following the interview, each student will listen back to their recording and write a focused critique of their answer to each question. They must also critique their overall performance in terms of, for example: tone, speed, use of filler words, and language (vocabulary) used. They must consider, for each of their answers, if answering this question again, what would they say differently, would they give a different example, etc. A percentage of the grade is given for the interview, as recommended by the interviewer, and for the students' written critique.

In the past, students have completed a mock interview during their study abroad semester for jobs that they did apply for on return and have stated that the experience of the mock interview AND having global experience contributed to their getting the job! Read the following example in this blog post: <http://capaworld.capa.org/how-a-capa-dublin-internship-helped-kickstart-my-career>

Final Internship Reflection (500 words) **7.5% of Final Grade**

Students will write a final reflection and evaluation of their internship experience, which includes a brief synopsis of a review of the internship experience with their internship supervisor.

GIC Participation **15% of final grade (Supervisor's report component is 5%)**

Participation is an essential element of the GIC for the academic and reflective components as well as the site-based and field components of the program.

For the remote internship component of the course, near the completion of the internship, supervisors will assess the quality of each student's performance within their respective organizations.

For the academic and reflective components, students will be treated as young professionals and are expected to be punctual and eager to engage remotely with their internship sites. A series of discussion-based sessions will take place within a trusting and cohesive online group environment where honesty about experiences is essential. Students will share ideas, test thoughts and theories, and develop a strong sense of self as well as gain key communicative and collaborative skills. Performance assessment and professional development are themes discussed theoretically through the GIC curriculum, thus linking theory and practice. While recognizing different learning styles and personality traits, all students are expected to illustrate to their instructors their engagement with the material and capacity for active listening and group participation. Students will, for one

session, be expected to provide a synthesis and critique of one of the corresponding session's reading/viewing material.

Class participation will be assessed according to the following guidelines:

Grade	Discussion	Reading
A range	Excellent: consistent contributor; offers original analysis and comments; always has ideas on topics of the readings and relationship with internship; takes care not to dominate discussion.	Obviously has completed all readings; intelligently uses resultant understanding to formulate comments and questions for the discussion.
B+	Very Good: frequent, willing, and able contributor; generally offers thoughtful comments based on the readings and internship experience.	Has done most of the readings; provides competent analysis of the readings and applies insights from class appropriately.
B / B-	Satisfactory: frequent contributor; basic grasp of key concepts, but little original insight; comments/questions are of a general nature and do not relate to the internship often.	Displays familiarity with some readings and related concepts, but tends not to analyze them.
C range	Poor: sporadic contributor; comments/questions betray lack of understanding of key concepts; often digresses in unhelpful ways and makes little or no connection with the internship.	Displays familiarity with few readings; rarely demonstrates analytical thought.
D / F	Very Poor: rarely speaks or illustrates a lack of active listening and does not contribute to group discussion; merely quotes text or repeats own comments or those of others with no connections made to the internship.	Little to no apparent familiarity with assigned material or application to relevant experience.

Dress Code

Business casual while interacting with remote internship location unless otherwise directed by internship supervisor. Students must also dress in business casual for their first remote orientation session and online mock interviews.

Course Materials

The course text and additional materials are mandatory reading for the class. Further reading materials are for students to use if they have a specific interest. Additional and further reading materials are available via the course modules. Presentations or supplementary notes used in class will be published on CANVAS shortly after the lesson.

SUNY Oswego Online Library Resources

If students do not have access to sufficient additional resources from their home institution to complete the coursework for this class, they may request access to the online library resources of SUNY Oswego:

<http://libraryguides.oswego.edu/c.php?g=500670>. To use this resource, students need to request access during the first week of the program.

Required Materials

Required reading, listening, and watching is organized by topic. Other reading is optional, but students should review if they have selected one or more of the topics for reflection and analysis for their assignments. Additional reading may also be provided online by faculty members.

Selected texts without links are available via CANVAS.

The study-abroad internship experience

Burkeman, O. (2013). Open-Plan Offices Were Devised by Satan in the Deepest Caverns of Hell. *The Guardian*, November 18.

Fox, K. (2008). Work to Rule, in *Watching the English: The hidden rules of English behavior*. London, England: Nicholas Brearley, 176-207.

*** Kelly, D. (2016). CAPA Orientation Masterclass

[http://www.kaltura.com/index.php/extwidget/preview/partner_id/2096161/uiconf_id/33967411/entry_id/0_k8i68io7/embed/auto?&flashvars\[streamerType\]=auto](http://www.kaltura.com/index.php/extwidget/preview/partner_id/2096161/uiconf_id/33967411/entry_id/0_k8i68io7/embed/auto?&flashvars[streamerType]=auto)

Schweitzer, H.F. & M.A. King (2009). Chapter 10: Navigating the internship site, in *The Successful Internship (3rd ed.)*. Belmont: Brooks/Cole, 281-309.

Foot M. and Hook C. (2008). Chapter 9: Learning and talent development, in *Introducing Human Resource Management* Pearson, London, 288-332.

Global perspectives and intercultural competence

*** Adichie, Chimamanda Ngozi, "The Danger of a Single Story",

<https://www.youtube.com/watch?v=D9lhs241zeg>

*** Middleton J. 2014. Part One: What is cultural intelligence (CQ)?, in *Cultural Intelligence: The Competitive Edge for Leaders Crossing Borders*. London, England: Bloomsbury, 7-20.

Hofstede, G. (1993). Cultural constraints in management theories. *The Academy of Management Executive*, 7(1), 81-94.

Communication: listening, presenting and influencing

Anderson, C. (2013). How to Give a Killer Presentation. *Harvard Business Review*, June, 121-125. <https://hbr.org/2013/06/how-to-give-a-killer-presentation>

Cavoulacos, A. 2016. 'Finally! The 23 Unwritten Rules of Email'. *The Muse*.

<https://www.themuse.com/advice/finally-the-23-unwritten-rules-of-email>

Davis, J. (2016). CAPA Communication Masterclass "The Perfect Pitch"

https://www.youtube.com/watch?v=ykPF9bW0_bs&feature=youtu.be

Elsbach, K., D. (2003). "How to Pitch a Brilliant Idea." *Harvard Business Review*,

September, 117-123. <https://hbr.org/2003/09/how-to-pitch-a-brilliant-idea>

Martin, S. (2015). How Doctors (or Anyone) Can Craft a More Persuasive Message. *Harvard Business Review Blog*, January 29. <https://hbr.org/2015/01/how-doctors-or-anyone-can-craft-a-more-persuasive-message>

Robbins, S. (2009). Seven Communication Mistakes Managers Make. *Harvard Business Review*, February.

Zenger, J. & Folkman, J. 2016. *What Great Listeners Actually Do*. *Harvard Business Review Blog*, 14 July. <https://hbr.org/2016/07/what-great-listeners-actually-do>

Defining your personal brand: profiles, resumes, cover letters and interviews

Anderson, A. & Bolt, S. (2013). Chapter 14: Resume package, in *Professionalism: Skills for Workplace Success*. New Jersey: Pearson, 226-258.

Anderson, A. & Bolt, S. (2013). Chapter 15: Interview techniques, in *Professionalism: Skills for Workplace Success*. New Jersey: Pearson, 260-282.

Barrett, C. (2016). Make a Lasting Impression at Job Interviews Using Questions. *Quintessential*. <https://www.livecareer.com/quintessential/asking-questions-at-interview>

Knight, R. (2015). How to Conduct an Effective Job Interview. *Harvard Business Review Blog*, January 23. <https://hbr.org/2015/01/how-to-conduct-an-effective-job-interview>

Marr, B. (2014). Job Interview: Why Only 3 Questions Really Matter. *LinkedIn*, March 31. <https://www.linkedin.com/pulse/20140331030822-64875646-job-interview-why-only-3-questions-really-matter>

Marr, B. (2015). How To Create A Killer LinkedIn Profile That Will Get You Noticed. *LinkedIn Pulse*, June 2. <https://www.linkedin.com/pulse/how-create-killer-linkedin-profile-get-you-noticed-bernard-marr>

Peters, Y. (1997). The brand called you. *Fast Company Magazine*, August/September. <https://www.fastcompany.com/28905/brand-called-you>

Group dynamics and team working

*** (2013) Clip from the movie *Remember the Titans* is used to illustrate Bruce Tuckman's theory of group stages (Forming, Storming, Norming, Performing and Adjourning) <https://www.youtube.com/watch?v=hEJaz3sinEs>

Brooks I. (2006). Chapter 5: Groups and Teams, in *Organisational Behaviour*. London, England: Pearson, 110-155.

Hayes J. (2006). Chapter 10: Communicating change, in *The Theory and Practice of Change Management*. London, England: Palgrave Macmillan, 178-190

Kastelle, T. 2013. 'Hierarchy Is Overrated'. *Harvard Business Review Blog*, 20 November. <http://blogs.hbr.org/2013/11/hierarchy-is-overrated>

Ministry of the Presidency. Spain Today Report, 2014. Editorial co-ordination: José María Caballero Casado, 2016. <http://www.lamoncloa.gob.es/espana/historico/Documents/Spain%20today%202014.pdf>

Analytical, critical and creative thinking

Gardner, H. (1999). Chapter 3: The theory of multiple intelligences, in *Intelligence*

Reframed: Multiple Intelligences for the 21st Century. New York: Basic Books, 27-46.

Dr Edward de Bono's official website: <http://edwdebono.com/>

"Changing Education Paradigms", 2009 TED Talk by Sir Ken Robinson, https://www.ted.com/talks/ken_robinson_changing_education_paradigms

Weekly schedule at-a-glance

Orientation Week	Orientation
In-class activity	<p>Students will be familiarized with all administrative information and procedures required for the successful completion of the GIC program such as logging hours and completion of their internship learning agreement.</p> <p>Discussion of online meeting and work etiquette.</p> <p>Preparation for the first week at remote placements: Introduction to the concept of intercultural competence and low vs high context cultures. Cultural (invisible) minefields; the dos and donts (cultural codes and cures) of the host location's online workplace. Students will document three words to describe how they feel about starting their remote internship.</p> <p>Importance of sitting posture and chair stretching / yoga.</p> <p>Introduction to the use of Zoom and Canvas LMS.</p>
Assignments	<p>To have watched before next class: https://www.youtube.com/watch?v=VU_4fCLZsC8&feature=youtu.be</p>

Session 1	Introduction
In-class activity	<p>Introduction to GIC syllabus, assignments, and the class online social contract.</p> <p>Development and discussion of concepts introduced in the orientation.</p> <p>Doing business and business vocabulary online in host location. Learning Agreement goal setting, including setting expectations and both hard and soft goals).</p> <p>Further discussion of time management and wellbeing when working remotely.</p>

Session 1	Introduction
Assignments	<p>TED Talk: Derek Sivers on “Weird, or just different?” https://www.ted.com/talks/derek_sivers_weird_or_just_different Matthews, Michael, 7 Tips for Internship Preparation 31 March 2011. Forbes. [Online]. Available from: https://www.forbes.com/sites/michaelmatthews/2011/03/31/7-tips-for-internship-preparation/</p>

Session 2	Positionality & Intercultural Competence
Activity	<p>TED Talk: by <u>Chimamanda Ngozi Adichie</u> on “<u>The Danger of a Single Story</u>” https://www.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story?language=en</p> <p>Positionality and introduction to intercultural competence</p>
Assignments	<p>Reflections on first week at remote internship - individual informal presentations. Using the iceberg analogy discussed in the online Masterclass, identify at least three observable everyday cultural traits (behaviors) you experience remotely from interactions with your host location and consider their cultural-historical significance/context.</p> <p>READING: Middleton J. 2014, <i>Cultural Intelligence: The Competitive Edge for Leaders Crossing Borders</i>. Bloomsbury, London.</p> <p>Signed Learning Agreement: 10% of final grade My Single Story Due: 20% of final grade</p> <p>Both of the above are Due on Sun at 10 pm in your time zone</p>

Session 3	Working in Remote Global Teams
Activity	Discussion of Belbin test results, group activity and interview answer preparation on working in teams
Assignments	Have completed the Belbin Test, assigned reading and watched the two media links.

Session 4	Resumes, Cover Letters and LinkedIn Workshop
Activity	<p>Ellie Doyle, Director of Talent Hub, PowerPoint presentation, with a focus on competencies current employers are looking for in graduates entering the workforce.</p> <p>Discussion of on-line face-to-face mock interview and possible jobs, courses, and internships to apply for</p> <p>Interview practice questions</p> <p>Resume and cover letter development</p>
Assignments	<p>Mid-term due (500 words)</p> <p>Updated resume, Cover letter and job description submitted on ONE pdf by Thursday at 10pm your time zone</p>

Session 5	Mock Interview
Activity	<p>Mock interview. Connect with your interviewer using the Zoom invite on time, dressed appropriately.</p> <p><i>Make sure you RESEARCH the company and position that you are applying for.</i></p>
Assignments	<p>Interview Critique: 20% of final grade</p> <p>Following the interview, you must watch and listen to the recorded interview and type up each question and then type a critique of your response based on the content, including vocabulary and the examples you provided. Then comment on how you might answer this question differently with hindsight. Consider what you feel the reason was for the interviewer asking you each question. In your answer, did you end by explaining how the topic/task/skill/example would benefit you in the job being applied for either implicitly or explicitly?</p> <p>Submit this document on Canvas by Friday at 10pm your time zone</p>

Session 5b	Online Masterclass
-------------------	---------------------------

Session 5b	Online Masterclass
Online asynchronous session	DEI in the US and Global workplace
Assignments	Write a 500-word critique of the Masterclass to be submitted on Sunday by 10pm in your time zone

Session 6	CDP Workshop and Poster Presentation
In class activity	Students will workshop the main challenges and learning that has occurred to date and create a poster of a central image (metaphor) that illustrates their journey and experiences and will then present this poster to their peers.
Assignments	<p>Poster Presentation: 20% of final grade</p> <p>Final Reflection: 7.5% of final grade (500 words)</p> <p>Due on Friday at 10pm in your time zone.</p>

Attendance, Participation & Student Responsibilities

Online Courses

Last Revised July 6, 2020

Attendance: CAPA has a mandatory attendance policy. Student attendance at all synchronous classes on Zoom is required and expected. Attendance is taken electronically on Canvas at the beginning of every Zoom class. The first time a student has an unexcused absence for a class, their grade will not be impacted. The second time a student has an unexcused absence in that class, it will result in a 3 percent reduction of the final grade (for example: an A- [92] will become a B+ [89]). The student will be placed on academic probation at this time. Three unexcused absences per class will result in failure of the course. If a student arrives late for a scheduled Zoom session, it is the student's responsibility to notify the instructor of their arrival in class via the *chat* function to insure that they are added to the class register for the session.

Excused Absences: Absences are only excused for medical reasons, for a family emergency or for a religious holiday. To request an excused absence, students must contact excused.absence@capa.org ahead of time with the reason for their absence, otherwise the absence will not be excused. Even if the student knows the absence will not be excused, they should still contact CAPA to inform CAPA they will not be in class. In addition to contacting excused.absence@capa.org, it is the responsibility of the student to contact their instructor and make

up any missed assignments.

Class Participation: CAPA online courses are not designed as self-paced learning where students only work asynchronously and independently in their own time but as interactive courses. Students therefore need to be committed to full participation in a live community of learners, albeit online, and insure they attend class in a distraction-free space with reliable Internet, where they can join the class and participate fully.

Students are expected to participate in all live Zoom synchronous sessions and to participate actively and critically in class discussions: the participation portion of the class will be graded accordingly. Students must read assigned reading BEFORE the class and arrive at the session on time.

Participation is a vital part of your grade: students are expected to participate orally in Zoom sessions and in online forums and discussions in a critical and evaluative manner; to interact with the faculty and fellow students with respect and tolerance; and to actively engage in discussion. Derogatory or inflammatory comments about the cultures, perspectives or attitudes of others will not be tolerated.

Zoom Room and Online Etiquette: Where the instructor has created a “waiting room” facility, students will have to access the Zoom room five minutes before the scheduled start of class. Where access is not allowed before the beginning of the meeting, it is each student's responsibility to join the Zoom room in advance: students will be automatically admitted to the class session when it begins. Students should ensure that their microphones are *muted* when requested and stay muted when not talking. All participants are expected and required to activate their webcam and be sure that their face is fully visible in order to facilitate effective communication and community. Any exemptions from this policy will be considered on a case by case basis. Students who wish to be considered for exemption from this policy must request this to their instructor in advance, stating their reason. Students must either raise their hand or use the *raise your hand* feature if they wish to ask a question “live,” and use the *chat* function to pose questions, especially when others are speaking. *Reactions* should be used to engage with the class.

Academic Accommodations: Any student who feels they may need an accommodation based on the impact of a physical, psychological, medical, or learning disability should contact [Academic Affairs](#) at their earliest convenience at GlobalAcademics@capa.org. Students requesting Accommodations must have their home institution's Disabilities Services or an appropriate licensed professional or healthcare provider submit *official* documentation directly to CAPA in a timely manner outlining their specific needs. If the documentation is submitted by a provider other than the home institution's Disabilities Services, it must be someone familiar with the history and functional limitations of the student's disability (not a relative or family member of the student). Any required accommodations will be approved by CAPA's Vice President for Academic Affairs, in consultation with relevant Academic Directors, before being relayed to faculty. Any student who requires an accommodation based on official documentation should also discuss their needs directly with their instructor.

Academic Integrity: A high level of responsibility and academic honesty is expected. Because the value of an academic course depends upon the absolute integrity of the work done by the student, it is imperative that a student demonstrates a high standard of individual honor in their scholastic work and class behavior. Plagiarism, self-plagiarism and cheating can result in dismissal from the program. Self-plagiarism, copying an assignment entirely or partially to submit to a different class in an attempt to receive credit twice for one piece of work is unacceptable and considered cheating by duplication. Students risk receiving a "0" for any assignments in which they have duplicated their own work. All substantial writing assignments and examinations may be run through the plagiarism checking software Turnitin when submitted via CANVAS.

Sexual Misconduct, Required Reporting, and Title IX: CAPA: The Global Education Network is committed to encouraging a safe and healthy environment at our seven CAPA centers. This commitment includes the understanding of, and applicable adherence to, the guidelines outlined in Title IX of the Education Amendments of 1972. Title IX necessitates that US universities provide equity in all educational programs and activities without sex discrimination. CAPA understands the implications of Title IX compliance for our institutional partners and thus endeavors to support this compliance as a vital aspect of partnership. The safety and security of all students during a program is a matter of crucial importance to CAPA. To facilitate this, CAPA encourages students to openly disclose any and all information that is Title IX relevant so that CAPA staff can provide support and connect students with appropriate resources. Because students may not understand the implications of Title IX abroad, CAPA will work to advise students about the resources available through Title IX and explain the importance of compliance in Title IX reporting. CAPA will work to build student confidence in CAPA's status as a mandated reporter by outlining the advantage of disclosure for the student, reassuring them that any information disclosed will not be used in an inappropriate manner, and stressing that individuals will only be

informed on a need-to-know basis.

Late Submission: Late submission of papers, projects, journal entries, pieces of homework and portfolios is only permitted with prior approval. A request for an extension must be made to the relevant faculty member no later than two days prior to the due date. Late submission without prior approval will result in a 3 percent per day deduction of the final grade. In either case, work cannot be submitted after feedback has been provided to the rest of the class on the relevant assessment or one week after the due date whichever comes first, after which point a grade of "0" will be given for the assessment.

Use of Electronic Translators: In Language courses students are NOT allowed to use electronic translators for writing texts in the target language: those submitting compositions and texts of whatever kind translated in such a fashion will receive a "0" grade for the course.

Behavior During Examinations: During examinations, students must do their own work. Unless specifically instructed by the lecturer or instructor, accessing online resources of any kind is not permitted, nor may students compare papers, copy from others, or collaborate in any way. Any failure to abide by examination rules will result in failure of the exam and may lead to failure of the course and disciplinary action.

Online Examinations: These may take place in timed (synchronous) format, with all students required to undertake the exam together in a limited time, or in an open "take home" format, where a prompt will be provided in advance by faculty and students will be given a certain number of hours to complete their work. Exam questions will be made available in CANVAS at a certain time and will be removed at the end of the scheduled time. Students will write their answers directly in CANVAS or as an MS Word.doc, as required by the instructor. Where an MS Word document is required, these must be uploaded by the student via Turnitin in CANVAS by the end of the scheduled time. For exams that are held in synchronous live mode, students may be asked to keep their webcam turned on so that the proctor can insure due respect of the rules.