



## International Studies Abroad Internship Program: 8 Week Placement

### SYLLABUS: INTERNSHIP FOR ACADEMIC CREDIT

#### ISA Academic Supervisors:

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#### Learning Objectives

Throughout the internship, interns will be expected to:

- Gain knowledge and skills specific to their internship placement
- Evaluate the experience from a scholarly perspective
- Reflect upon the cultural experience from an analytical perspective
- Reflect upon the experience from a personal perspective

On successful completion of this program, interns should be able to provide critical assessment on:

- The nature and characteristics of an international internship and its role within a global context.
- Diverse skills acquired and/or developed from participation in an international internship

#### Assessment

Assessment Item	Percentage Weighting	Submission Timeline (Week)
<i>6 x Written assignments – completed by intern</i>		
1 x Pre-Departure Paper (1000 words)	20%	2 Weeks prior to start of internship
1 x Syllabus Quiz	5%	1 week prior to start of internship
4 x Placement Activity Plans	20%	Weeks 1, 3, 5 & 7
1 x Intern Analysis and Reflection Paper (2500 words)	35%	Week 8
<i>Completion of the hosting site's projects and activities and hours attending, including:</i>		
1 x Mid-placement evaluation - completed by Internship Host-site Supervisor in consultation with Intern	10%	Week 4
1 x End-placement evaluation - completed by Internship Host-site Supervisor in consultation with Intern	10%	Week 8
Cumulative Total	100%	

## Assessment Framework

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The Internship Host-site Supervisor (an employee at the company where you are interning, or their nominee) will assess the practical component of the program including the intern's attitude and application, progress towards practical learning objectives and standard internship outcomes. The ISA Academic Supervisors (Eric and Elizabeth) will assess the academic component of the program including presentation, discussion and depth of analysis.

**The intern is required to keep copies of all submitted documents.**

### Evaluation Process

Receipt and evaluation of each assessment item is recorded throughout the internship. All evaluating is done on the US grading system. In addition to the student assignments, the Internship Host-site Supervisor will submit a final evaluation report of the intern's performance. This evaluation will also be taken into consideration as a mechanism to judge overall performance before awarding a final grade. If necessary, the ISA Academic Supervisors may consult with the Internship Host-site Supervisor, ISA staff, and Carroll College before signing off on the recommended letter grade.

All grades will then be sent to Carroll College. Using the grade report, Carroll College will produce a transcript reflecting the intern's combined performance on all assessed items. **The transcript will provide a letter grade result.**

- A student who satisfactorily completes the internship will receive a grade of "C" or above and **credit** will be granted for the internship.

**Final grading is based on the following percentages:**

<i>Carroll College Grade Distribution</i>		
Percentage	Grade	Feedback Guide
94% and up	A	<b>Successfully completed</b>
90-93%	A-	
87-89%	B+	
84-86%	B	
80-83%	B-	
77-79%	C+	
74-76%	C	<b>Completed</b>
70-73%	C-	
60-69%	D	
Under 60%	F	<b>Not completed</b>

### **Overview of Internship Program Policy: ESSENTIAL READING**

Payment for and participation in an Internship program does **not** enable automatic entitlements (such as academic credit). Interns will be expected to adhere to the academic and professional integrity of the program at all times for successful completion and award. In this regard:

- Interns **must complete** the assessment components of the program. Failure to adhere to program requirements can result in the termination of the internship placement and failure of the internship program.

- Any intern who is or has engaged in academic or professional misconduct will be penalized for said conduct, failed in the internship program, or have their program terminated. The matter will also be referred to their home institution.
- Per immigration visa regulations and the ISA Code of Conduct, if an internship is terminated, the intern will be required to immediately leave the country.

### Academic & Professional Conduct

ISA is committed to ensuring academic and professional integrity amongst its staff and interns. Academic and professional integrity is based on values of honesty, respect, fairness, trust and responsibility. These values are fundamental to the teaching, learning and life at ISA, upon which the reputation of ISA is based.

Academic and professional misconduct - including plagiarism or copying another intern's work (further notes on this can be found later in this document), incomplete or un-submitted assignments, poor attendance, tardiness, and poor attitude - is contrary to the values of academic and professional integrity and is not tolerated. Interns will be expected to adhere to academic and professional integrity of the program at all times.

### Agreed Program Dates and Duration

The intern has been accepted into an internship placement for specific pre-determined dates\*. The agreed dates form an Internship Site agreement (contract) which the internship host uses to plan both intern and business operations. Once an intern has accepted program placement, dates will only be altered in exceptional circumstances.

**In all cases, the intern must approach ISA for date change requests.** ISA will approach your internship site with any date change requests and only after approval has been granted, should personal arrangements be made. Any program changes without the prior consent of ISA may result in a failing grade and/or termination of the internship.

*\*The term "dates" is inclusive of program start and finish dates, and any anticipated extended weekends/holidays throughout the internship period.*

### Internship Contact Hours per Week

As per the academic requirements of the program, the intern is expected to complete a minimum weekly 4 day schedule, over an 8 week period, as follows:

- 4 days (32 hours **minimum**) each week, attending the internship site or allocated duties
  - In some instances internship sites may require interns to commit to 5 days per week. \*\*
- The daily contact hour range would normally be between 8am – 6pm. \*\*
- Interns are required to verify that they have worked a minimum of 32 hours per week on each of their Placement Activity Plans. See description of this assignment for further details.
- Interns are also required to allocate time to complete academic assignments set for the program.

**\*\* Note:** Variations to the above schedule may exist and will be specified **prior to acceptance**. Acceptance in placements with variations to schedule acknowledges agreement to these variations. Variations may exist due to location-specific expectations, special events, field activities, or additional internship placement needs. Such variations may require the intern to be in attendance for more than 4 days a week; for longer hours, and/or for shift or weekend commitments/duties. For example, for teaching internships, the actual internship hours in the classroom may be shorter due to school holidays, requiring interns to be on site 5 days per week during school term.

The intern's schedule is determined by the internship site, and at no time can the intern determine their own schedule. **Any program changes without the prior consent of ISA may result in a failing grade and termination of the internship.**

### Internship Site Attendance & Punctuality

Attendance and punctuality are mandatory components of an Internship for Academic Credit.

Abusing this policy can result in serious ramifications. The intern is required to arrive and attend to their Internship Host-site duties on their scheduled time and days. **If the intern is sick or is due late, they are required to contact their Internship Host-site Supervisor so that appropriate arrangements can be made.** Not conforming to the attendance and punctuality policy can result in the termination of the internship placement and failure of the internship program. ISA will be in regular contact with the internship host supervisor with regards to intern attendance.

### Submission of assessment items

**ALL assessment items must be submitted.**

Interns must submit their assignments through Schoology, by the due dates indicated. If for any reason, an assignment cannot be submitted through Schoology, assignments can be emailed to the ISA Academic Supervisors. The only assessment item not submitted is the syllabus quiz, administered through Schoology.

**Interns should plan ahead so that they can meet the stipulated due dates.**

This planning should take into account Host-site Supervisor commitments, project commitments and deadlines, and/or personal holiday/travel plans. For example, think ahead and request a meeting time with your Host-site Supervisor (or their nominee) to discuss duties for inclusion on your Activity Plans.

### Presentation of Written Assignments

All work must be typewritten in Microsoft Word and double-line-spaced. You must submit a copy for assessment and **you must keep a copy** of your submissions for your records. Each assessment item must include the following information:

- Your Name
- Your Internship Host-site Supervisor's name
- Name of your Host Organization
- The name/details of the Assessment Item

### Maintaining email contact

The primary means of communication between you and your ISA Academic Supervisors will be via email and through Schoology. As such, it is **your responsibility** to log in to Schoology regularly (at least weekly) and also to maintain your email account so that you can send and receive emails (and attachments). If you change your email account details make sure you update your contact details in Schoology and also advise your ISA Academic Supervisor.

### Request for extension on written assignments

Interns are required to submit assessment items by the due date, as advised in this Syllabus. Assessment items submitted after the due date, without prior approval by the Academic Supervisors, will be subject to penalty.

#### *Request for Extension:*

Interns may only apply for an extension of time on assessment items for documented extraordinary circumstances (visa or medical issues for example).

Requests must be made in writing to the ISA Academic Supervisors before the assessment due date. All requests must be made in writing by email and accompanied by the appropriate documentary evidence such as medical certificates, letter from Internship Host-site Supervisor, etc. If the extension is approved, the ISA Academic Supervisors will respond via email. A copy of this email exchange should be attached to the assessment item when it is submitted, to indicate an extension has been granted, and a further copy must be kept by the intern.

#### *Penalty for Late Submissions:*

An assessment item submitted after the due date without an approved extension will be penalized. The standard penalty is a 10% grade decrease for each day that the assignment is late. Weekends count as one day in determining the penalty. Assignments submitted more than five days after the due date are given a zero.

### Request to Drop or Withdraw the Academic Component of the Internship Program

Please note, the last day to drop the course without record of enrollment is six (6) class days into your internship. Thus you must request to drop the class before the end of the sixth day after the start date of your placement.

If you withdraw from the course after the sixth day after the start of your internship you will receive a W on your Carroll transcript.

The last day to drop a course with a grade of W is the Friday of week four (4) of your internship.

Please refer to Schoology for specific dates. Be sure to contact your Internships Program Manager and Academic Supervisor if you decide to either drop or withdraw from this course.

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### Feedback Process

Using assessment rubrics, a number grade will be provided for each individual item of assessment. Detailed assignment descriptions and the assessment rubric for each assignment can be found at the end of the syllabus. For feedback purposes, interns are directed to consider their performance score on the rubric against what was sought for the criteria.

The cumulative performance across ALL assessment items/tasks (assignments and evaluations) is what will determine the final internship grade.

### Performance Tracking

Placement Activity Plans submitted by the intern will likely provide the earliest indication of an unsatisfactory performance by the intern. In the first instance, the ISA Academic Supervisor and the Internship Host-site Supervisor will consult on the matter. All parties (Supervisors, Resident Director, Intern, and any other relevant parties) may be required to participate in a conference meeting to discuss the situation, and agree to appropriate strategies necessary to promote a satisfactory outcome. From this point, the ISA Academic Supervisor will closely

monitor intern progress until satisfied the situation has either been resolved, or will recommend internship penalties or termination.

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#### **Additional information about supervisor roles:**

##### **ISA Academic Supervisor:**

You have two ISA Academic Supervisors. Eric and Elizabeth's roles:

- Email you regarding joining Schoology to access internship program resources.
- Will be in regular (at least weekly) contact with you throughout your internship placement.
- Oversee the assessment processing for credit through Carroll College.
- Receive and process/grade your submitted assessment items.
- Oversee placement evaluations that are completed by your Host-site Supervisor.
- Assist with general supervision queries and, if required, liaise with your Host-site Supervisor if you are having any placement issues that you feel uncomfortable addressing yourself.

##### **Host-site Supervisor (HS):**

Your Host-site Supervisor (HS) is the person who you should approach to provide direction on internship duties/activities, and who you will ask for placement-specific information.

Your HS may, on occasion, delegate the day-to-day supervisory role to another staff member at the organization. This is usually arranged after you have started at your internship. It is appropriate for you to approach this person for guidance/feedback on your Placement Activity Plans if instructed to do so by HS.

Your Host-site Supervisors' name and contact details are on your Internship Offer Letter, which can be accessed via your Study Portal under the Professional Development Portfolio header in the "Forms & Documents" section. If you cannot find this information for whatever reason, please email your ISA Program Manager.

**Please Note: Failure to adhere to these stated academic requirements, and/or the expectations of the internship site, re contact hours, duties and projects, will negatively impact on your final grade for this program. If this occurs, this may result in failure to be awarded six (6) academic credits from Carroll College in Montana.**

Please note that this document supplements the full policies, terms and conditions of ISA, as provided through other resources.

## Assessment Items

The assessment items are focused on a mix of theoretical and practical tasks, designed to test the understanding and application of program content. Program assessment is summarised below and detailed later in this document. *(You are advised to print this page and paste it somewhere for regular consultation.)*

No	Assessment	Due	Who to complete	Instructions	Submission Mode	Weight						
1	Pre-departure Paper	Pre-departure <b>Monday, 2 weeks prior to first day of internship</b>	Intern	Contact Internship Host-site Supervisor by email. Introduce self and ask questions that will assist with the completion of the Pre-Departure paper.	Schoology upload	20%						
2	Syllabus Quiz	Pre-departure <b>Starting Monday, 1 week before first day of internship</b>	Intern	Available on Schoology one week prior to start of internship placement and can be taken anytime during that week. Once started, student will have 20 minutes to complete the quiz. Open-note administration (can have syllabus on-hand during testing process).	Administered through Schoology	5%						
3	Attend Bridging Cultures Program Activities	Bridging Cultures Program	Intern	Attend the <i>Bridging Cultures Program</i> before heading to the internship site destination. Note: Compulsory participation in ALL activities.	In person	Pass/ Fail						
4a 4b 4c 4d	Placement Activity Plans (PAP)	(4 in total)  <i>Due:</i> <i>End of Week 1</i> <i>End of Week 3</i> <i>End of Week 5</i> <i>End of Week 7</i>	Intern	<table border="1"> <tr> <td>3a. End of Wk 1 <b>Friday</b></td> <td>Attend internship site orientation. Meet Supervisor. Develop 1<sup>st</sup> Activity plan and submit during or no later than the end of week 1.</td> </tr> <tr> <td colspan="2">IMPORTANT NOTE: The completion and submission process for the Placement Activity Plans is to be entirely managed by the intern. At no time should the Academic Supervisor – Internships be receiving an email from the Host-site Supervisor (HS) in relation to this task. See additional information on pages 10-11, about how to manage the PAP process.</td> </tr> <tr> <td>3b. End of Wk 3 <b>Friday</b></td> <td>Meet with Internship Host-site Supervisor. Develop 2<sup>nd</sup> Activity plan and submit during or no later than the end of week 3.</td> </tr> </table>	3a. End of Wk 1 <b>Friday</b>	Attend internship site orientation. Meet Supervisor. Develop 1 <sup>st</sup> Activity plan and submit during or no later than the end of week 1.	IMPORTANT NOTE: The completion and submission process for the Placement Activity Plans is to be entirely managed by the intern. At no time should the Academic Supervisor – Internships be receiving an email from the Host-site Supervisor (HS) in relation to this task. See additional information on pages 10-11, about how to manage the PAP process.		3b. End of Wk 3 <b>Friday</b>	Meet with Internship Host-site Supervisor. Develop 2 <sup>nd</sup> Activity plan and submit during or no later than the end of week 3.	Schoology upload  <i>(Upload the completed PAP <b>only</b>, that is only submit after the comment from the HS has been provided.</i>	20%  (4 x 5%)
3a. End of Wk 1 <b>Friday</b>	Attend internship site orientation. Meet Supervisor. Develop 1 <sup>st</sup> Activity plan and submit during or no later than the end of week 1.											
IMPORTANT NOTE: The completion and submission process for the Placement Activity Plans is to be entirely managed by the intern. At no time should the Academic Supervisor – Internships be receiving an email from the Host-site Supervisor (HS) in relation to this task. See additional information on pages 10-11, about how to manage the PAP process.												
3b. End of Wk 3 <b>Friday</b>	Meet with Internship Host-site Supervisor. Develop 2 <sup>nd</sup> Activity plan and submit during or no later than the end of week 3.											

				3c. End of Wk 5 <b>Friday</b>	Meet with Internship Host-site Supervisor. Develop 3 <sup>rd</sup> Activity plan and submit during or no later than the end of week 5.	<i>Do not submit any partially completed PAPs.)</i>	
				3d. End of Wk 7 <b>Friday</b>	Meet with Internship Host-site Supervisor. Develop 4 <sup>th</sup> Activity plan and submit during or no later than the end of week 7.		
5	Mid-Placement Evaluation - Supervisor Report	End of Week 4 <b>Friday</b>	Host-site Supervisor	The Internship Host-site Supervisor will be contacted by the Academic Supervisor - Internships for a progress report on intern's performance and asked to evaluate performance against set criteria.		Email & online	10%
6	Intern Analysis	End of week 8 <b>The following Monday</b>	Intern	Submit a 2500 word analysis of, and reflection upon, the international internship process.		Schoology upload	35%
7	End-of-Placement Evaluation – Supervisor Report	End of week 8 <b>Friday</b>	Host-site Supervisor	The Internship Host-site Supervisor will be contacted by the Academic Supervisor - Internships for a final report on intern's performance and asked to evaluate performance against set criteria.		Email & online	10%



## 1. Pre-Departure Paper

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### Purpose

The pre-departure paper is designed to prepare the intern for the journey ahead. The paper acknowledges the importance of setting realistic expectations. Expectations are pre-determined beliefs about an upcoming experience which may or may not match the actual experience. Misaligned expectations result in dissatisfaction and disappointment. It is important to set realistic expectations about the internship pre-departure, recognise potential discrepancies, and find constructive ways to deal with them. In addition, a significant focus of this activity is to get you, the intern, to make direct contact with your host site prior to your departure. This will help to reduce the “nerves” of your first day/week at your internship site and also provide additional useful information about the site. Plus, by getting you to research your placement prior to arrival you will be better equipped to maximise your learning outcomes from your placement.

Participation in this assessment is critical to the knowledge building and mind set process.

### Instructions

1. To commence this assignment, think about what you expect from the internship placement/career experience and also research your placement organisation (online). (Remember to make some notes for yourself on your thoughts.) Consider the following questions:
  - 1) What are you expecting from your internship and internship site?
  - 2) What do you hope to gain from your internship, both personally and professionally?
  - 3) **What are three learning objectives you have set for yourself for this experience?**
  - 4) What functions/activities are you expecting to perform?
  - 5) What do you know about the organisation that is hosting you as an intern?
  - 6) How does this internship relate to your academic major?
2. Once you have completed thinking about the above, **you are required to contact your Internship Host-site Supervisor by email**, (you will be able to find the email details in your ISA Student Portal.) In your email, you should make a point of thanking the Internship Host-site Supervisor (and organisation) for agreeing to accept your application as an intern. You should then ask your Internship Host-site Supervisor a maximum of three questions about your internship position & duties.

Some example questions follow but you are encouraged to target your questions to the specifics of your placement, what you already know about it, and to your individual learning objectives:

- a) I have received a description of my expected duties and note that I may be required to undertake some “shift-hours” (non-standard contact hours). Is there anything additional you can share about this aspect of the project and tasks that I will be undertaking whilst interning with your organisation?
  - b) What are the requirements in relation to organisational protocol, eg. dress code, contact hours, etc?
  - c) One of my personal learning objectives for this internship is to develop my teamwork skills. Do you think this will be possible and if so, how might I be involved?
  - d) What might make up a “typical day” during the internship?
3. When you have received a response, compare your thoughts/notes (re instruction 1 above) with those received from your Internship Host-site Supervisor (re instruction 2 above). Using this gathered information, and referring to your specific internship, write a **1000 word reflection** on what you learned through this process.

**Note:** You can write in the “first-person” for this and all assessment items submitted as part of your internship.

**Note:** You are expected to have completed and submitted your Pre-Departure Paper two weeks prior to your first day at your internship site. You should aim to contact your HS as early as possible to allow them time to respond to your questions.

### Pre-departure Paper Assignment–

Write a 1000 word reflection paper. You may write in the first person. Keep the following questions in mind for your reflection:

- a) What were your initial expectations and reactions to your internship placement? Why? (Think about the questions from #1) What are your three learning objectives and how do they connect to your current career goals?
- b) How did you reach out and connect with your Host Supervisor? What new information did you learn? Did you encounter any challenges?
- c) Reflect on what you learned both from your own research and from your interaction with the Host Supervisor about your internship placement. How has that influenced or changed your expectations?

### Evaluation Guidelines for Pre-departure Paper

Maximum total for this assignment is 20% of final grade.

- Structure & presentation (clear writing style & followed format guidelines)
- Clear explanation of initial expectations and three “learning objectives” were identified
- Demonstrated contact with Internship Host-site Supervisor and consideration of differences and similarities with initial expectations
- Depth of analysis and level of evaluation (research into internship placement organization)
- Development of clear reflection

Each of the above components carries equal weighting. The Assessment Rubric for this task is provided at the end of the Syllabus.

## **2. Syllabus Quiz**

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### Purpose

The Syllabus Quiz is designed to ensure that the for-credit internship student has read the entire course syllabus (found on Schoology) and understands course protocol, assessment & assignment structure, placement attendance policy, drop and withdraw policy, assignment extension requests and the repercussions associated with a failure to adhere to standards established in the syllabus.

### Instructions

The Syllabus Quiz will be available on Schoology one week prior to the start of the internship placement. Students will be able to take the quiz anytime during the week prior to the first day of the internship. Once the quiz is started through Schoology, they will have 15 minutes to complete the quiz, and may have the syllabus on-hand throughout the testing process. The quiz counts as 5% of the total grade.

**Note:** a failure to take the quiz will result in a zero grade for this particular assignment. It is the student's responsibility to take the quiz during the week prior to the start date of their placement.

### 3. Bridging Cultures Program

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#### Purpose

The purpose of the Bridging Cultures Program is to meet with ISA staff members who will assist interns throughout the internship while in the host country, and to introduce you to essential information to help make the internship both safe and pleasurable.

Interns will have the opportunity to meet and network with other interns during this time. Participants will also be required to complete evaluation forms and questionnaires that will help the staff identify issues requiring attention. In all, the Bridging Cultures Program is aimed to give interns a fun and friendly introduction to the country of internship.

Please note that all activities associated with the Bridging Cultures Program are mandatory and participation will be recorded. **Failure to participate in any activity or tardiness, without sufficient cause and approval, may result in failure of the program.**

#### Instructions for Bridging Cultures Program

1. Important information about the Bridging Cultures Program can be found in your Online Orientation and should be read prior to departure. Make sure you attend all activities at the appointed time/location, and be sure to follow Resident Director(s) instructions and guidance throughout the program.
2. Please ensure that you complete all Bridging Cultures Program documentation as requested and submit it to your Resident Director(s).

#### Evaluation Guidelines for Bridging Cultures Program Participation

Participation will result in either a Pass or Failing grade, based on above requirements.

### 4. Placement Activity Plans

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#### Purpose

The purpose of the Activity Plans (PAPs) is to focus both the Internship Host-site Supervisor and intern on activities that contribute to an ongoing learning experience related to the intern's academic major and/or desired career. You are required to submit four PAPs over the course of your placement.

Interns must remain aware that learning experiences occur in the context of the daily activities/business functions of the hosting organisation. As such interns will not always be able to perform desired activities, and that sometimes assigned activities may seem mundane or basic, but will still offer the intern the experience and realities of a real-world, organisational environment.

A secondary purpose of each PAP is to verify that the intern is working AT LEAST 32 hours per week at their internship placement. A check box is available on each PAP and must be marked by the intern prior to submission. The Host-Site Supervisor will be contacted should an intern fail to verify minimum hour compliance.

#### Instructions

1. Early in your first week, arrange for a meeting with your Internship Host-site Supervisor (HS) to discuss desired objectives and activities for this period. This should occur prior to the due date for the Activity Plan.

2. Record the content of the meeting onto the Activity Plan. An example of the Activity Plan can be found at the end of this document. You will be supplied a template version via Schoology early in your internship.  
(Note: **INTERNS must prepare the plan, based on discussions** with the Internship Host-site Supervisor.)
3. The content of your PAP should include the overall project/internship objectives discussed by you and your HS (or their nominee), and the practical tasks required to meet these objectives. Your overall "Intern Comments" on your PAP can give consideration to your anticipated and/or achieved learning outcomes from undertaking/completing these activities. Your "comment" might also consider problems and solutions of issues that might arise during the internship. In addition, you are also required to include an overall comment from your HS on each Plan. The HS comment should reflect feedback/instruction you have been receiving from your HS (or their nominated representative who may be taking direct responsibility for supervising your placement duties). It is **your responsibility** to enter the HS comment onto your PAP. You are required to complete **all sections** of the PAP prior to submission **by the due date.** \*\*
4. Submit each completed Activity Plan to Schoology by the relevant due date and also provide a copy of the Plan to the HS. Interns **will not** be followed up if a PAP is incomplete or not submitted, but a non-submitted PAP will score **0 points** against the final grade. **Your Host-site Supervisor may be contacted** at any time throughout the internship by the Academic Supervisor – Internships, to confirm that your HS endorses the comments and content of your Activity Plans.
5. Prior to the due date for the each additional PAP, the Internship Host-site Supervisor and intern should meet again. In the meetings, discuss performance and progress towards objectives as outlined in the previous PAP. Based on this review, set new activities that demonstrate progress and growth. Repeat steps 2 – 4.

*\*\* If you have difficulty meeting with your HS and/or obtaining their comment for your PAP, please advise your HS that it is an expectation of the internship program that this process be followed. If you continue to experience difficulty, please advise the ISA Academic Supervisors. If you wish, the ISA Academic Supervisors can approach your HS on your behalf and follow up on the matter.*

#### The "Host-site Supervisor's Comment" and the PAP process

The Placement Activity Plans should be prepared in consultation with the Internship Host-site Supervisor (HS).

- Students should think ahead and arrange to meet with their HS (or nominee) in the week the Plan is due.
- At this meeting they should discuss tasks, projects and duties. They should also obtain a 'Supervisor's Comment' (HS) for the Plan. This comment may be provided by the HS verbally or in writing, and/or may be provided by the person the HS has nominated as responsible for your day-to-day supervision.
- Based on consultation with the HS (or their nominee) the intern is to write the content of the Activity Plan, including entering the 'Supervisor's Comment' onto the form.
- It is **NOT** the HS's responsibility to submit the Plan or "comment" to the Academic Supervisor – Internships.
- Realise that not all feedback will necessarily come from a formal meeting or in writing. Feedback can also be occurring "informally" throughout the internship. The HS may comment "in passing" or in relation to specific projects as they unfold and as duties evolve. The intern can also refer to this more informal feedback as part of the "Supervisor Comment" (eg. what they are hearing from the HS).
- Students should submit the **completed** Activity Plans to Schoology **by the due date**
- Students are encouraged to provide a copy of each PAP to their HS, for clarification of duties. You should indicate on each submitted PAPs that a copy has been provided to the HS. Note that your Host-site Supervisor may be contacted at any time throughout the internship by the Academic Supervisor – Internships, to confirm that your HS endorses the comments and content of your Activity Plans.

#### Evaluation Guidelines for Placement Activity Plan

Maximum total for each Activity Plan is 5% of final grade. The four Activity Plans combined contribute a maximum of 20% of the overall grade. The Assessment Rubric for this task is provided at the end of the Syllabus. Each component, below, carries equal weighting:

- Demonstrates progress of activities over time, in increasing knowledge, skills and experience
- Demonstrated relevance of internship activities towards academic objectives
- Comments from Internship Host-site Supervisor (or nominee)
- Intern's comments
- Presentation and professionalism

## 5. Mid-Placement Evaluation – Internship Host-site Supervisor's Report

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### Purpose

In this evaluation, the Internship Host-site Supervisor (HS) is required to comment on intern progress and any possible obstacles and issues confronted during the reporting period (and how they were overcome). The purpose of this exercise is for ISA to gain an alternative perspective of the intern and internship, other than that previously provided by the intern.

### Instructions

**There is no submission required from the intern.** At the end of week four, your Internship Host-site Supervisor will be directly contacted by the Academic Supervisor, who will ask for a progress report comprising of both feedback commentary and a score. The Host-site Supervisor will be asked to complete the evaluation report in discussion with the intern. A copy of the evaluation criteria that will be used is provided at the end of this syllabus.

The objectivity/validity of comments made by the Internship Host-site Supervisor will be considered in relation to the scoring of the intern.

**PLEASE NOTE:** The Mid-Placement Evaluation is weighted at only 10% toward the final grade and as such, may not impact significantly against the final overall outcome. However, the End-Placement Evaluation is weighted at 10% toward the final grade and a poor performance at the end of the internship could significantly reduce the final overall grade. **Where a "Completed" (60%-79%) or "Caution" (< 60%) score has been received for the Mid-Placement Evaluation interns should consult with their Host-site Supervisor and seriously consider how they can improve their performance during the second-half of the internship.**

## 6. Intern Analysis and Reflection Paper

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### Purpose

This paper requires you to identify what you have learned during your internship and how this applies to operating cross-culturally, both in your chosen profession and more generally.

### Instructions

Towards completion of your internship, you are required to submit a 2500 word analytical reflection on the following topic.

### Analysis & Reflection Topic

Discuss the following statement, specifically in relation to how it can be seen to relate to your own internship experiences:

*“... all stakeholders identify clear connections between international experience and employability given outcomes associated with the forging of networks, opportunities for experiential learning, language acquisition and the development of soft skills related to cultural understandings, personal characteristics and ways of thinking.” [1]*

In your Analysis and Reflection paper, you are required to source and apply at least **three scholarly articles** and/or websites that are relevant to the topic. Use these articles to support a particular opinion or position you may have in the paper. Your discussion should also include reflection upon your own experiences (social and professional) during the course of your international internship, with specific examples from your placement.

[1] Source: Crossman, JE & Clarke, M 2009, “International experience and graduate employability: stakeholder perceptions on the connection”, in *Higher Education*, vol. 59, no. 5, pp. 599 – 613.

In your Reflective Analysis paper you should:

- Relate your discussion to your own experiences as an “international intern”.
- Explain how your internship has contributed to your own learning objectives (as identified in your Pre-Departure Paper).
- Consider the statement from a scholarly perspective as well as your own personal experiences. Include reference to a “wider body of knowledge” in your writing (minimum of three references).
- Critique the role of an international experience as contributing to your career knowledge.
- Present a professionally written paper; including written expression, layout and referencing style. (Note: Any referencing style will be accepted, provided it is applied consistently.)
- Provide specific examples from your internship to support your discussion, including:
  - Your cultural experiences (socially and professionally) and ongoing development during your internship
  - Career specific and generic (soft) skills you have acquired and/or developed from participation in an international internship. (In other words, explore your own “outcomes”.)

#### Evaluation Guidelines for Intern Analysis and Reflection Paper

Maximum total for this assignment is 35% of final grade.

The Assessment Rubric for this task is provided at the end of the syllabus.

This assignment will be evaluated on the following criteria. Each component carries equal weighting.

- The statement is considered from a scholarly perspective, including reference to at least **three** scholarly sources to support the discussion.
- Own learning objectives have been considered (those identified in Pre-Departure Paper).
- There is evidence of an appropriate balance between critical thinking and reflection.
- There is development of a clear argument demonstrating logic and reasoning.
- Examples from your own internship experience are used to support the discussion.
- The presentation of the assignment demonstrates professionalism, including: consistent referencing style, formatting, and submission on time.

## 7. Final Evaluation – Internship Host-site Supervisor’s Report

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### Purpose

In this evaluation, the Internship Host-site Supervisor will be asked to give a final overall assessment and professional evaluation of the intern. The final evaluation will be based on the intern’s development and progress in relation to the Placement Activity Plans and standard internship outcomes, and overall professional conduct and attitude towards assigned activities. The purpose of this exercise is for ISA to gain an alternative perspective of the intern and internship, other than that previously provided by the intern.

### Instructions

**There is no submission required from the intern.** At the end of week eight, your Internship Host-site Supervisor will be directly contacted by the Academic Supervisor, who will ask for a final report comprising of both feedback commentary and a score. The Host-site Supervisor will be asked to complete the evaluation report in discussion with the intern. A copy of the evaluation criteria that will be used is provided at the end of this document (page 16).

The objectivity/validity of comments made by the Internship Host-site Supervisor will be considered in relation to the scoring of the intern.

**Hint:** You can be proactive in your own learning and development of skills.  
*For example: you have been provided, at the end of this document (page 16), with a copy of the Placement Evaluation form that Host-site Supervisors will be asked to complete to evaluate your performance over the course of your internship. When you meet with your supervisor, to discuss your Second Placement Activity Plan (due at the end of Week 3 your internship) you may also like to take with you a copy of the Evaluation form and ask for a “progress check” on your performance, against the various criteria. That way, if you need to improve on any specific area, you have the opportunity to do so over the remaining weeks of your internship placement and/or you may discover you are performing better than you thought.*

### Notes on Plagiarism

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POLICY FOR THE PREVENTION AND DETECTION OF PLAGIARISM:  
Avoiding Plagiarism - Information for Interns on Programs for “Academic Credit”

#### Introduction

An intern plagiarises if he or she gives the impression that the ideas, words or work of another person are the ideas, words or work of the intern.

Plagiarism includes:

- copying any material from books, journals, study notes or tapes, the web, the work of other interns, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citation;
- rephrasing ideas from books, journals, study notes or tapes, the web, the work of other interns, or any other source without acknowledging the source of those ideas by footnotes or citations; or
- unauthorised collaboration with other interns that goes beyond the discussion of general strategies or other general advice.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs. Aiding another intern to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.

The plagiarism policy states that interns have a responsibility to:

- read, understand and respect the policy on plagiarism;
- familiarise themselves with the conventions of referencing for their discipline(s);
- avoid all acts which could be considered plagiarism;
- seek assistance from appropriate sources with any academic writing areas where they are aware they need more knowledge and skills.

The following guidelines will help you to avoid plagiarism:

- be familiar with the style of acknowledgment that is recommended for use in each of your programs, including the referencing techniques required for information sourced from the Internet;
- write the source on any notes or copies you make from any document or electronic sources such as the internet. The habit of copying verbatim from a source as you read is dangerous. It is easy to forget that the notes you make are verbatim and to later write them into an essay or report. Keep details of your sources throughout the program of your research. Unintentional plagiarism is often the result of poor study methods;
- sources that must be acknowledged include those containing the concepts, experiments or results from which you have extracted or developed your ideas, even if you put those ideas into your own words;
- always use quotation marks or some other acceptable form of acknowledgement when quoting directly from a work. It is not enough merely to acknowledge the source;
- avoid excessive paraphrasing, even where you acknowledge the source;
- be aware of the rules regarding group work and collaboration. Collaboration (appropriately acknowledged) is permitted in the case of team or group projects. It is also permitted in the more general case when the collaboration is limited to the discussion of general strategies or help of a general nature. If you have any doubt about what constitutes authorised and unauthorised collaboration, seek advice from your supervisor;
- the distinction between what needs to be acknowledged and what is common knowledge is not always clear. As you gain experience you will learn the acceptable practices for acknowledgment in the disciplines in which you study, but while you are learning, always play safe and acknowledge; and
- keep a copy of your working papers to assist you in case you ever need to answer an allegation of plagiarism.



**EXAMPLE**  
**PLACEMENT EVALUATION**

**ISA**  
**Internship Programs**

**PLACEMENT EVALUATION**

To be completed by the Host-site Supervisor and returned to the Academic Supervisor - Internships, by the due date.

**Intern's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Internship Host Supervisor's Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

Grade	Performance	Performance Explanation	Score Range
5	Exceptional	(Intern's performance was exceptional and consistently exceeded expectations)	(90% - 100%)
4	Above Expectations	(Intern performed better than expected)	(80% - 89%)
3	Met Expectations	(Intern performed satisfactorily)	(70% - 79%)
2	Below Expectations	(Intern's performances has room for improvement)	(60% - 69%)
1	Unsatisfactory	(Intern's performance does not meet expectation & requires significant improvement)	(< 60%)
n/a	Not Applicable	(This criterion not observed or has little bearing on this internship.)	Not counted

**Performance criteria**

1) Asks for and uses guidance	5	4	3	2	1	n/a
2) Effective verbal communication skills	5	4	3	2	1	n/a
3) Listens to others in an active and attentive manner	5	4	3	2	1	n/a
4) Supports and contributes to a team atmosphere	5	4	3	2	1	n/a
5) Enthusiasm for the experience	5	4	3	2	1	n/a
6) Ability to cope in stressful situations	5	4	3	2	1	n/a
7) Accepts responsibility for mistakes and learns from experiences	5	4	3	2	1	n/a
8) Seeks out and utilizes resources	5	4	3	2	1	n/a
9) Self-motivated and takes initiative as appropriate	5	4	3	2	1	n/a
10) Attention to accuracy and detail	5	4	3	2	1	n/a
11) Capacity to set appropriate priorities/goals	5	4	3	2	1	n/a
12) Uses time efficiently and effectively to complete tasks	5	4	3	2	1	n/a
13) Adapts to a variety of tasks	5	4	3	2	1	n/a
14) Identify problems and communicate possible solutions	5	4	3	2	1	n/a
15) Evaluates information and communicates it effectively	5	4	3	2	1	n/a
16) Interest in the organization's issues, policies and needs	5	4	3	2	1	n/a
17) Dress and appearance are appropriate for this placement	5	4	3	2	1	n/a
18) Makes appropriate decisions and adheres to authority channels	5	4	3	2	1	n/a
19) Reports to placement site as scheduled and on-time	5	4	3	2	1	n/a
20) Reliable. Arranges time/date changes beforehand, if/as required	5	4	3	2	1	n/a

**Internship Host-Supervisor's Comments on Intern's Performance:**



**EXAMPLE CONTENT ONLY**

(Note: This would be a “successfully completed” submission.)

**PLACEMENT ACTIVITY PLAN**

**Plan No.** 1 **2, 3, or 4** (indicate which)

**Intern’s Name:** LL

**Week Commencing Date:** DD/MM/Year

**Internship Host-site Supervisor’s Name:** AA

**Company Name:** BB

A copy of this PAP has been given to the HS named above. (Please tick only if copy provided.)

I verify that I have worked at my internship placement for a minimum of 32 hours per week

Intern & Internship Host-site Supervisor PROFESSIONAL OBJECTIVES	Intern & Internship Host-site Supervisor PRACTICAL TASKS
What areas require professional development?	What tasks will achieve this?
Application of economic theory to concrete problems.	Identify claims of economic benefit in “Health Equity Through Action” and the sources cited.  Identify and seek assistance from AA and others familiar with national and international literature on economic benefit of Investing in the early years.
Familiarisation of not-for-profit administration techniques.	Membership recruitment and analysis. Update/compile database of members and their information. Analyse member information to create a “report” to present to board about current membership profile and possible new directions.
Application of Microsoft Office suite of tools to tasks	Effectively and efficiently use Outlook, Word and Excel. Follow organisational protocol for collecting, formatting and disseminating information.

**Internship Host-site Supervisor’s Comments:**

*The opportunity for an economics-related project came up between the time that the PHA and LL agreed to the internship. As a result, LL’s program of duties is rather different from that initially discussed, and more in line with LL’s training. Academic economics is a long way from the needs of not-for-profits to be able to demonstrate the economic benefits of social programmes. That is the leap that LL is making in this internship. The goal for LL’s major project is to assemble the economic argument for investment in improving health in this country, particularly through social interventions in the early years. Assembling the available data and linking the various policy and research practitioners interested in this question will be a major step forward. Additional small business administration tasks that can be achieved quickly will help balance the frustration of undertaking a long-term project.*

**Intern’s Comments:**

*The areas that require professional development are very complex and require a lot of thought and analysis. I believe I have the resources to assist the organisation in making headway on these objectives. It will be satisfying to relate economic theories I have been studying to an applied situation. I will also be getting to practice my written and verbal communication skills. The database project is new to me but I think I can already see how it is an important generic skill to develop for use across a variety of environments. I am hoping the database project is not going to be too complex in the early stages. I have been surprised at how much I don’t know about how to use Microsoft Office. The professional environment requires different knowledge of these than I have needed in the past for University assignments & research.*

**Assessment Rubrics**

<b>PRE-DEPARTURE PAPER</b>		<b>Score</b>	<b>4</b>	<b>3.5</b>	<b>3</b>	<b>2</b>	<b>1</b>
Weighting: 20%	Assessment Rubric and Scoring Guide	<b>Performance Level</b>	Exceptional	Accomplished	Competent	Developing	Beginning
<b>Evaluation criteria</b>	<b>Criteria includes:</b>						
<b>Initial Expectations</b>	<ul style="list-style-type: none"> <li>- Clear explanation of initial expectations</li> <li>- Consideration of own learning objectives (at least 3 expected)</li> <li>- Expectations considered social and professional environments</li> </ul>						
<b>Contact with Supervisor</b>	<ul style="list-style-type: none"> <li>- Demonstrated timely attempt made to contact host-site supervisor</li> <li>- Differences and similarities with initial expectations are considered</li> <li>- Comparison of supervisor's responses with own expectations/questions</li> </ul>						
<b>Analysis and Evaluation</b>	<ul style="list-style-type: none"> <li>- Evidence of an appropriate depth of analysis and level of evaluation</li> <li>- Research into internship placement organisation is considered in expectations</li> <li>- Consideration given as to how own expectations can act as an influence to how effectively the experience may translates this learning into career-relevant skills.</li> </ul>						
<b>Clear Reflection</b>	<ul style="list-style-type: none"> <li>- Development of a clear reflection demonstrating logic and reasoning</li> <li>- Discussion flows smoothly, including an introduction and conclusion</li> <li>- Depth of discussion appropriate to recommended word count</li> </ul>						
<b>Presentation and Structure *</b>	<ul style="list-style-type: none"> <li>- Spelling, grammar, expression and formatting</li> <li>- First person language appropriately used</li> <li>- Submission expectations, including due date, were met</li> </ul>						

<b>PLACEMENT ACTIVITY PLAN</b>		<b>Score</b>	<b>1</b>	<b>0.5</b>	<b>0</b>
Weighting: 5%	Assessment Rubric and Scoring Guide	<b>Performance Level</b>	Completed Well	Completed Adequately	Not completed or inadequate.
<b>Evaluation criteria</b>	<b>Criteria includes:</b>				
<b>Progress over time</b>	<ul style="list-style-type: none"> <li>- Demonstrated consideration of progress of activities over time, in increasing knowledge, skills, and experience</li> <li>- Consideration given to anticipated and/or achieved learning outcomes from these activities.</li> </ul>				
<b>Relevance of activities</b>	<ul style="list-style-type: none"> <li>- Demonstrated relevance of internship activities towards academic objectives</li> <li>- Overall project/internship objectives considered and developmental steps to achieve outcomes identified</li> </ul>				
<b>Supervisor comment</b>	<ul style="list-style-type: none"> <li>- Comment from HS or nominee provided on submitted Activity Plan (either by supervisor or as entered by intern)</li> <li>- Copy of Activity Plan provided to Host-site Supervisor at time of submission (as indicated on PAP)</li> </ul>				
<b>Intern comment</b>	<ul style="list-style-type: none"> <li>- General comment by intern provided on submitted Activity Plan</li> <li>- Comment considers overall internship experience</li> </ul>				
<b>Presentation and professionalism</b>	<ul style="list-style-type: none"> <li>- Spelling, grammar, expression, all details completed.</li> <li>- Submission expectations, ie. completed by due date and template format of Activity Plan followed</li> </ul>				

INTERNSHIP ANALYSIS & REFLECTION PAPER		Score	7	6	5	4	3	2	1
Weighting: 35%	Assessment Rubric and Scoring Guide	<b>Performance Level</b>	Exceptional	Accomplished	Competent	Developing	Beginning	Incomplete	Unsatisfactory
<b>Evaluation criteria</b>	<b>Criteria includes:</b>								
<b>Scholarly Approach</b>	<ul style="list-style-type: none"> <li>- Consideration of statement from a scholarly perspective.</li> <li>- Reference to scholarly sources to support the discussion (minimum 3 expected)</li> <li>- Shows intellectual honesty</li> <li>- Demonstrates understanding of scholarly material and links to Argument</li> </ul>								
<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>- Own learning objectives discussed (as identified in Pre-Departure Paper)</li> <li>- Consideration of how this international internship has contributed to career knowledge</li> <li>- How, or how not, have objectives evolved over internship or shaped the experience</li> </ul>								
<b>Balance of Reflection &amp; Critical Thinking</b>	<ul style="list-style-type: none"> <li>- Evidence of an appropriate balance between critical thinking and description</li> <li>- International similarities and differences considered</li> <li>- Career/discipline specific knowledge and generic (soft) skills discussed</li> </ul>								
<b>Clear Argument and Presentation</b>	<ul style="list-style-type: none"> <li>- Development of a clear argument demonstrating logic and reasoning</li> <li>- Discussion flows smoothly, including an introduction and conclusion</li> <li>- Depth of discussion appropriate to recommended word count</li> <li>- Spelling, grammar, expression and formatting</li> <li>- Consistent referencing style **</li> <li>- Meets Due date expectations</li> </ul>								
<b>Examples for Own Experience</b>	<ul style="list-style-type: none"> <li>- Examples from your own internship experience are used to support the discussion.</li> <li>- Examples include both placement experiences and social experiences (travelliving)</li> <li>- Own international internship experience related to a wider-body-of-knowledge (sources)</li> </ul>								

General notes re Presentation and Structure for all assessment items:

\* **Note:** First person language can be used when discussing own examples and internship experience.

\*\* **Referencing Style:** Interns can use any style with which they are familiar (in-text and reference list, footnote, endnote, APA, or any accepted citation style), provided the style is used consistently.