

Syllabus

Year 開講年度	2020
Semester 開講セメスター	Fall
Subject/Class 講義名・クラス名	Internship (English)
Instructor 担当教員	TSUTSUI Kumiko

Recommended Qualifications / Knowledge 履修の目安	<p>The student must be in his/her 1st semester at the time of application (2019AY Fall Semester). Due to the nature of the externship, students must have strong motivation and desire to complete all aspects of this course. It is required that students are currently enrolled in or have completed Intermediate English with TOEFL/ITP score of 460 and above at the time of application (2019AY Fall Semester). For student who are currently enrolled in Intermediate English are required to successfully complete the course by 2019AY Spring Semester.</p>
Course Overview 授業概要	<p>Internship practicum (E), an integral component of “<i>the Internship (E)</i>”, has two main objectives. First, it is intended to provide students an opportunity to apply the language skills he/she would have acquired during the language component of this Service Learning program. Second, it will provide students an early exposure to a work environment, which may help in choosing a field of study or a career path.</p> <p>Strictly speaking, although the name of the course is entitled <i>Internship</i>, the work experience the students will gain through this course is referred to as an externship. An externship differs from an internship in that it is typically undertaken during the early stages of a student’s education, and it is ideal for students who may still be deciding on their career paths.</p> <p>An externship is typically more supervised and given less skilled activities than an internship, but it allows a student to learn various facets of an organization’s business. Being an extern, he/she will shadow an employee at an organization and will get some hands-on experience; however, an extern may end up doing more than mere shadowing depending on the student’s willingness and capacity (language skills, communication skills, etc.). In order to make the best of an externship, students will aim for their personal growth and develop specific skills they choose based on the APU Rubric.</p>
Course Objectives 到達目標	<p>By completing this course, the students are expected to</p> <ul style="list-style-type: none"> • become aware of the demands and responsibilities of working in the society • acquire professional manners and skills • broaden their perspectives on what it means to work “globally” • create a clear career vision

<p>Teaching Methods 授業方法</p>	<p>The pre-departure and post-externship classes will include general lectures, group discussions, assignments, quizzes and student presentations. Students must come prepared to participate in all class activities. Additionally, students may be instructed to attend individual consultations with the instructor and/or program staff to ensure study progress.</p>										
<p>Overview of Each Class 毎回の授業の概要</p>	<p>The course <i>Internship (E)</i> is composed of pre-departure classes in 2020AY Spring Semester (4 lecture or more; tentative), the externship in both 2020AY Spring Semester – Summer Session and Fall Semester 1st Quarter, and post-externship classes in 2020AY Fall Semester 2nd Quarter (4 lectures or more; tentative).</p> <p><u>Pre-departure Classes (By a Japanese instructor)</u></p> <ol style="list-style-type: none"> 1. Traits, skills and characteristics required for successful working people 2. Identify personal strengths and learn how to promote them 3. Professional resumes 4. Basics for a successful cross-cultural externship <p>The students are expected to complete and submit an on-line reflective journal about once a week to reflect on their daily studies.</p> <p><u>The externship in the U.S.</u></p> <p>The students will gain 90+ hours of invaluable work experience in various fields, ranging from education to hospitality. The students are expected to submit a weekly on-line reflective journal to reflect on their experience academically, professionally, and personally.</p> <p><u>Post-externship classes (at APU)</u></p> <p>Based on the experiences in the US, the students will</p> <ol style="list-style-type: none"> 1. identify and reflect turning points that have brought changes in the their perspectives or career vision 2. reflect social skills they newly acquired or realized important 3. develop a career vision and identify essential elements to choose their career path 4. make final presentations. 										
<p>Method of Grade Evaluation 成績評価方法</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Class attendance/participation (pre-departure and post-externship)</td> <td style="text-align: right;">15 %</td> </tr> <tr> <td>Class assignment (pre-departure and post-externship)</td> <td style="text-align: right;">15 %</td> </tr> <tr> <td>Externship report from UT Austin</td> <td style="text-align: right;">20 %</td> </tr> <tr> <td>Externship report written by the student</td> <td style="text-align: right;">30 %</td> </tr> <tr> <td>Final presentation</td> <td style="text-align: right;">20 %</td> </tr> </table> <p>* Four credits (P/F grade) will be given in the 2020AY Fall semester.</p>	Class attendance/participation (pre-departure and post-externship)	15 %	Class assignment (pre-departure and post-externship)	15 %	Externship report from UT Austin	20 %	Externship report written by the student	30 %	Final presentation	20 %
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Requirements for Students 学生への要望事項	The students are expected to submit all necessary assignments, deliver presentations, and attend all pre-departure and post-externship classes (see “ <i>Method of Grade Evaluation</i> ”). During the externship, the students must follow all the instructions given by the instructors at The University of Texas at Austin (UT Austin).
Textbook Notes テキスト備考	Reading material will be distributed during class and/or posted on manaba. Students are responsible for downloading and/or printing the assigned material. (Useful references) <ul style="list-style-type: none"> ● ICC 国際交流委員会(編) (2004) 『大学生のための海外インターンシップ』 三修社 ● 古閑博美(編著) (2011) 『インターンシップ キャリア教育としての就業体験』 学文社 ● Pachter, B. (2013) <i>The Essentials of Business Etiquette: How to Greet Eat, and Tweet.</i> McGraw-Hill Education. ● Carol Silvis, Roxanne L. DuVivier (2008) <i>100% Externship Success.</i> Cengage Learning.
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