**Internships in Dublin:**

**Critical Inquiry and Professional Success**

**CAT 124GS**

**Sixth College, UCSD**

*\*Syllabus is subject to change at any point in the quarter*

Professor: Bill Robertson Geibel Email: wgeibel@ucsd.edu

Discussion Hours: Thursdays 6-8:00pm (Dublin time)

Discussion Location: <https://ucsd.zoom.us/j/6966412335>

Office Hours: Wednesdays 6-7pm (Dublin time) or by appointment

Office Hours Location: <https://ucsd.zoom.us/j/6966412335>

**COURSE DESCRIPTION**

CAT 124GS is a 4-unit course designed to accompany students’ participation in an internship in Dublin, Ireland. The course provides students with an academic framework through which to analyze and leverage their international internship experience. Through weekly seminars, and online discussion students will share their reflections and observations about their internships while exploring what these experiences mean in the context of their own civic and professional development. Foregrounding the themes of critical inquiry, civic professionalism, global citizenship, and professional development students will produce a portfolio that documents their professional identity, values, and experiences. Students are expected to commit 15-20 hours a week to their internships. Fulfills the Sixth College Practicum requirement.

**COURSE LEARNING OBJECTIVES:**

*Through participation in this course, students will develop their ability to...*

* Reflect critically on their own professional experiences, assumptions, and responsibilities in global and intercultural contexts
* Communicate effectively with diverse and multicultural professional audiences
* Identify and develop actionable strategies to align their professional goals with their personal values and responsibilities as global citizens
* Appreciate the influence of globalization on their chosen career field and develop the skills to navigate intercultural work environments

**COURSE REQUIREMENTS:**

1. Group Discussion Sessions
2. Weekly Assignments
3. Final Reflective Assignment

*\*To pass the course, students must also submit a timesheet signed by their internship supervisor.*

**Small Group Discussion Sessions (40% of your grade)**

Every other week you will participate in a small group (5-6 people) discussion session via ZOOM. Each session will last 60 minutes. We will begin with a check in and everyone will share updates from their internship (e.g. observations, challenges, successes, etc.). In the second half of class, we will move into the readings and share with each other our reflections and analyses on the week’s topic. Emphasis will be placed on connecting the readings to your experience in Dublin; so you should prepare ahead of time for what you want to share with the group. To receive full credit you are responsible for demonstrating that you have completed the readings and prepared in advance to have an engaged, interactive discussion with your fellow classmates.

**Weekly Assignments (50% of your grade)**

Most weeks you will be assigned an assignment to turn in at the end of the week. These assignments are meant to be useful for your professional development and can be used in your final project, a professional portfolio.

You will be given prompts and resources to guide your assignments via the course website. Review your papers for grammatical/spelling errors/ typos before you submit them. Papers that contain many careless errors will be penalized.

**Final Reflective Assignment (20% of your grade)**

This is a multipart writing assignment that will ask you to reflect on your experience over the quarter in several different ways. Prompt provided on CANVAS.

**Additionally, students must complete the following requirement in order to pass the course:**

 **Internship Validation**

At the end of the course, you must submit an internship validation form signed by your supervisor and documenting the hours that you worked throughout the 8 week quarter. To pass the course, you must have worked all 8 weeks of the quarter AND worked a minimum total of 120 hours (an average of 15 hours/week). Failure to complete the minimum requirements will result in an automatic grade reduction to F/NP. If for any reason you find that you must miss more than the equivalent of one week’s regular shift at your internship or if you must end your internship early, you MUST inform the instructor and your site supervisor immediately.

**SCHEDULE OF ASSIGNMENTS:**

**Week 1: Course Basics: Reflection, Civic Professionalism, and Goal Setting**

Readings:

* Frederick Sweitzer & Mary King, [The Successful Internship](https://canvas.ucsd.edu/courses/38103/files/7495885?module_item_id=1414054) (pages 5-8)
* Sarah Kristenson, [7 Internship SMART Goals Examples](https://www.developgoodhabits.com/smart-goals-internship/)

*Pick 1 or 2 of the following:*

* [10 strategies for success abroad](http://www.colorszine.com/2015_10/Ten-Strategies-for-Success-Abroad.html)
* [10 Tips to Get the Most Out of Your Internship](https://www.psychologytoday.com/us/blog/cutting-edge-leadership/201708/making-the-most-out-your-summer-internship)
* [10 tips for surviving an internship abroad](https://www.vergemagazine.com/work-abroad/blogs/782-top-10-tips-to-surviving-an-internship-abroad.html)

Due Friday by 11:59pm:

* Weekly Assignment #1: Smart Goals (prompt on CANVAS)

**Week 2: Your Internship**

Readings:

* Gray, Alex, [What is globalization anyways?](https://www.weforum.org/agenda/2017/01/what-is-globalization-explainer/)
* [What is Critical Reflection?](https://www.dso.ufl.edu/documents/nsfp/What_is_Critical_Reflection.pdf)
* Rebecca Knight, “[How to get the most out of an informational interview](https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview)”

Due Friday by 11:59pm:

* Weekly Assignment #2: Research Your Organization (prompt on CANVAS)
* Identify two people from your company for an informational interview

**Week 3: Workplace Culture and “Professionalism”**

Readings:

* J. Yo-Jud Cheng and Boris Groysberg, [How Corporate Cultures Differ Around the World](https://hbr.org/2020/01/how-corporate-cultures-differ-around-the-world)
* [Business Communication in Ireland](https://businessculture.org/northern-europe/ireland/business-communication/)

Due Friday by 11:59pm:

* Weekly Assignment #3: Workplace Observation (prompt on CANVAS)
* Reach out to one of your identified colleagues for an informational interview

**Week 4: Career Matrix**

Readings:

* Jenny Anderson, [The only metric of success that really matters is the one we ignore](https://www.yahoo.com/now/only-metric-success-really-matters-110057980.html?guccounter=1&guce_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlLmNvbS8&guce_referrer_sig=AQAAAK0_TrMarlteLPDkeImm3IH6W3l288FPpJKwCr9madJ36hJHPdbvi8wAzLUpcjM9Wye9ih4Z5ZbQxSBCzpA-j3kZw9zh-Y9kJQ-37UYkkNsNGmuam1fCgI2SAchLTTyJal9ZN0ebMFuH0QFffwAvL8lBXpyNzaHzQrsKrYkXT_qp)

Due Friday by 11:59pm:

* Weekly Assignment #4: Career Values and Hypothesis (prompt on CANVAS)

**Week 5: Thinking Globally**

Readings:

* [UN Sustainable Development Goals](https://www.undp.org/content/undp/en/home/sustainable-development-goals.html)
* [How Supporting Ethical Clothing Brands Helps Stop Modern Slavery](https://www.globalcitizen.org/en/content/slavery-clothes-make-up-phone-what-you-can-do/)

Due Friday by 11:59pm:

* Weekly Assignment #5: Global Impact and Values (prompt on CANVAS)

**Week 6: Thinking Professionally: Networking and Informational Interviews**

Readings:

* Natalie Lundsteen, [Best practices for professional email](https://www.insidehighered.com/advice/2018/02/05/tips-clear-and-professional-electronic-communication-job-opinion)
* [How to Develop a Professional Identity & Tips for Professionalism in the Workplace](https://careertrend.com/how-7654591-develop-professional-identity.html) (both articles are within this link)

*Optional (intended to help with your weekly assignment)*

* [*27 of the best professional bios*](https://blog.hubspot.com/marketing/professional-bio-examples)
* WIX, [How to write a professional bio](https://www.wix.com/blog/how-to-write-a-bio)

Due Friday by 11:59pm:

* Weekly Assignment #6: Professional Bio (prompt on CANVAS)

**Week 7: Thinking Critically and Communicating Effectively**

Readings:

* Jason Hickel, [Why the new Sustainable Development Goals won’t make the world a fairer place](https://theconversation.com/why-the-new-sustainable-development-goals-wont-make-the-world-a-fairer-place-46374)

Due Friday by 11:59pm:

* Weekly Assignment #7: Informational Interview Summary Due

**Week 8: Reflection and Final Reflections**

Readings:

* Valerie Stimac, [How to Deal With Reverse Culture Shock After Studying Abroad](https://www.gooverseas.com/blog/reverse-culture-shock-coming-home-after-studying-abroad)
* BCC, [How to Leverage your International Experience in an Interview](https://bccareercenter.wordpress.com/2018/09/12/how-to-leverage-your-international-experience-in-an-interview/)

Due Friday by 11:59pm:

* Final Reflective Assignment (prompt on CANVAS)