



## Internship (E)

(Service Learning Program – The University of Texas at Austin Program)

### [Course Objectives]

Internship practicum (E), an integral component of “*the Internship (E)*”, 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.

Strictly speaking, although the name of the course is entitled *Internship*, 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.

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.).

### [Pre- and Post-Externship Classes]

The course *Internship (E)* is composed of pre-departure classes in 2019AY Spring Semester (4 lecture or more; tentative), the externship in 2019AY Fall Semester 1<sup>st</sup> Quarter, and post-externship classes in 2019AY Fall Semester 2<sup>nd</sup> Quarter (4 lectures or more; tentative). (see “7. Upcoming Schedule” below for more details.)

The pre-departure classes at APU consist of two classes, each of which meets approximately once a month ; one class, taught by CLE English instructor, focuses on developing business and professional English skills, while in the other course, taught by a Japanese instructor, students will examine the traits, skills, and characteristics required for successful working people, identify personal strengths and learn how to promote them, write professional resumes in English, and learn the basics for a successful cross-cultural externship.

During the externship in the U.S., the students will gain 90+ hours of invaluable work experience in various fields, ranging from education to hospitality. The students are expected to complete and submit an on-line reflective journal about once a month to reflect on their experience academically, professionally, and personally.

The post-externship classes will be held back at APU; the students will reflect on their experiences, assess the achievement of their goals, provide self- and peer-feedbacks, and, as a final project, give a group presentation in English.

By completing this course, the students are expected to become aware of the demands and responsibilities of working in the society, acquire professional manners and skills, and broaden their perspectives on what it means to work “globally”. For more information about the course, contact the course instructor (Sei Isomine, sisomine@apu.ac.jp) or the Academic Office.

### 1. *Requirements for Students and Recommended Qualifications*

The student must be in his/her 1<sup>st</sup> semester and above at the time of pre-departure classes.

Due to the nature of the externship, students must have strong motivation and desire to

complete all aspects of this course. It is recommended that students are currently enrolled in or have completed Upper-Intermediate English with TOEFL/ITP score in the range of 460-500.

## 2. *Standards for Course Completion*

The students are expected to submit all necessary assignments, deliver presentations, and attend all pre-departure and post-externship classes (see “4. *Method of Evaluation*”).

During the externship, the students must follow all the instructions given by the instructors at The University of Texas at Austin (UT Austin).

## 3. *Teaching Methods*

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.

## 4. *Method of Evaluation*

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 %

## 5. *Grade / Credits*

Four credits (P/F grade) will be given in the 2019AY Fall semester.

Faculty Member responsible for grades: Sei Isomine (EDLSC)

## 6. *Textbook and further reading*

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)

- 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) *The Essentials of Business Etiquette: How to Greet Eat, and Tweet.* McGraw-Hill Education.
- Carol Silvis, Roxanne L. DuVivier (2008) *100% Externship Success.* Cengage Learning.

## 7. *Upcoming Schedule*

- The pre-departure classes will be held in April – July, 2019.
- The post-program classes will be held in December, 2019 – January, 2020.
- The detailed schedule of the pre-departure and post-program classes will be notified at a later date.