

Virtual Global Internship for Credit - Assignments

Each student's experience is unique, as is each student. Therefore, it is expected that you would be able to respond to the themes posed for each reflection paper as they relate to your experience. If there are themes posed that do not relate to your experience during the initial reflection paper, you can address them in future reflection papers as you progress through your internship.

Students should reflect on what they are learning and the insights they may be gaining about the company/organization, the professional staff with whom they work, the cultural differences they are experiencing, and their own professional and personal development. The reflection papers should be an ongoing, continuous, and critical reflection of your experience.

Each reflection paper is expected to adhere to the min/max number of pages suggested and be written in an essay format (i.e. not in a question and answer format). This means that you will need to carefully focus on what you include in your papers and why. Anything less than the minimum pages listed will not allow you to fully address the assignment prompts for each paper. Likewise, going over the maximum number of pages suggested will likely result in a paper that wanders and goes off track. **Focus especially on the meaning of the work that you are doing and what you are learning (the "so what") rather than just describing the work itself (the "what").**

For each paper, please include: your name, major/minor, internship position, and internship company/organization at the top of page one. Reflection papers are to be double spaced, in 11 point font, with standard one inch margins.

Please be sure to **carefully proofread your writing and include examples to support your statements.**

Pre-Program Reflection Paper

Assignment: You will be required to complete a pre-program reflection paper (3-4 pages) that explains the purpose, objectives, and anticipated outcomes of your internship. To do so, please respond to the following:

- Describe at least five goals related to your personal and/or professional development (at least two of each) and explain why you believe that these particular goals are important for your future success.
- Address how completing this internship virtually will influence how you are able to achieve these goals.

Due: before you begin week one of your program.

**Remember to use real life examples in your writing and explanations, and focus on the meaning behind your experiences (the "so what").*

Guided Reflection Paper #1 & Space Canvas

Assignment: Reflect on the activities and tasks included in the *Building Your Self Brand* module, and what you have experienced in the first few weeks of your internship, and respond to the following themes (2-3 pages):

- **Ambiguity:** How have you been able to deal with the ambiguity of your new role?
- **Communication:** What challenges have you experienced around communication and how are they impacting your interactions within the organization, with your supervisor and your coworkers?
- **Personal Brand:** What is your personal brand statement? How does it reflect what inspires you, your values and interests?

Space Canvas: Submit your completed Space Canvas document along with your reflection paper.

Due: by the end of week two of your program.

Guided Reflection Paper #2

Assignment: Reflect on the content and tasks included in the Working Across Cultures module, and what you have experienced in the first half of your internship, and respond to the following themes (2-3 pages):

- **Expectations vs. reality:** How might your original goals and expectations need to be adjusted given what you now know about your internship company/organization, the organization's priorities and goals, and the projects you have been given?
- **Surface vs. Deep Culture:** Through the lens of the Cultural Iceberg Model consider the differences between your home and host organization cultures. Discuss how these cultural differences have surfaced in the workplace.
- **Intercultural Leadership:** Reflecting on the key knowledge, skills, and abilities needed to be an effective intercultural leader, consider where you are now in your career development. How might you need to upskill now in order to become an effective intercultural leader later?

Due: by the end of week five of your program.

Summative Reflection Paper & LinkedIn Profile

Assignment: After reflecting on the results of their virtual internship experience and the content of the online modules, submit a final summative reflection paper (5-6 pages) addressing the these themes:

- **Unanticipated Learning:** With an awareness that your internship has drawn to a close, think about and comment on what you may have learned that you didn't expect at the outset of this experience - about the career field, the company/organization, the local culture, and yourself.
- **Goals and Objectives:** Looking back on the experience, discuss how you feel you met (or did not meet) your goals and objectives, and why (or why not).
- **Application of Coursework:** Discuss how you applied knowledge, ideas, concepts and skills from your academic coursework and life experiences to your internship.
- **Cultural Competency:** Reflect on how this experience has impacted your understanding and appreciation of the concept of culture, and what it means to be culturally competent.

- **Skill Development:** Reflect on your accomplishments, what you have learned, the skills you have developed, and the contributions you have made to your internship site. How might you convey the professional outcomes of your internship experience to potential employers in a language that they understand?

LinkedIn Profile: Polish your LinkedIn profile and send a LinkedIn connection request to your instructor.

Due: within one week of completing the internship program.

**Remember to use real life examples in your writing and explanations, and focus on the meaning behind your experiences (the “so what”).*

Points per Assignment & Due Dates

Assignment	Possible Points	Due Date
Pre-Program Reflection Paper	15	Before you begin week one of your program
Guided Reflection Paper #1 & Space Canvas	25	By the end of week two of your program
Guided Reflection Paper #2	20	By the end of week five of your program.
Summative Reflection Paper & LinkedIn Profile	30	Within one week of completing the internship program.
Active Participation in Cultural Debriefs & Class Sessions	10	Throughout the duration of your program
Total Possible Points	100	

All assignments will be assessed based on the grading rubric for the course. Please consult the grading rubric for additional details.