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Diplomacy Syllabi

School of Diplomacy and International  
Relations

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Fall 2020

## **Graduate Internship**

Catherine Ruby Ph.D.

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SCHOOL OF DIPLOMACY AND  
INTERNATIONAL RELATIONS  
SETON HALL UNIVERSITY

~~Fall~~ ~~Summer~~ 2020  
Internship Course Syllabus  
Graduate Internship  
DIPL 7111JA, DIPL 7112JA

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Office Phone: (973) 275-2203  
Office Hours: By Appointment

#### Course Description

This course provides students with educational experiences that integrate academic knowledge with practical application and skill development in a professional setting. Students may elect to complete an internship either domestically or abroad during the Fall, Spring or Summer semesters. **Students will not be awarded credit for past internships completed.**

Students are encouraged to meet with the Director for Internships and Career Development as early as possible in their academic careers, at least one semester before they plan to complete an internship. Meetings focus on the student's academic and career goals; guidance and tools are then provided to identify internship opportunities that are compatible with the student's professional profile. All internships must be approved by the Director for Internships and Career Development. Upon receiving an official internship offer, the student is registered for the internship course. The student-intern must provide the Director with the description, start date, and location of the internship as well as full contact information for the on-site supervisor.

**This internship course has the following objectives:**

- ) Understand the role of the internship site and connect its contributions to the realm of international relations
- ) Assess the organization's achievement of program goals through critical and reflective thinking
- ) Gain an understanding of your role within the organization and the profession, and explore other career possibilities that might emerge from this experience
- ) Understand and appreciate cultural and human differences and demonstrate a sense of civic responsibility
- ) Develop practical and technical competencies and related skills, including resume-writing, professional correspondence, interviewing, networking, and professional conduct

**Internship Duration:** The School of Diplomacy requires that in exchange for 3 academic credits, students spend a minimum of **150 hours** at the approved organization over a minimum of **10 weeks**. Any exceptions to this 10-week minimum must be approved by the Director of Internships and Career Development prior to the start of the internship.

**Internship Supervision:** The on-site supervisor must be clear about the educational purpose and expected student learning outcomes of the internship experience. If you have problems or concerns related to your internship, please contact the Director of the Office of Internships and Career Development **immediately** at 973- 275-2203 or [catherine.ruby@shu.edu](mailto:catherine.ruby@shu.edu). The School of Diplomacy enters into institutional partnerships only with host organizations which are in compliance with University, State and Federal internship regulations.

### Week 1, Introduction to Internship, Online Class

To gain an overall understanding of the course requirements, sign into Blackboard for the internship class. Watch the Week 1 video, a 9 minute video that summarizes the internship course requirements.

### Course Documents

1. Learning Agreement
2. Intern's Statement of Understanding
3. Internship Partnership Guidelines
4. Student Assignments
5. Supervisor's Assessment of Intern
6. Required Class

### 1. Learning Agreement

Student Interns and the Host Organization will complete and submit the **'Learning Agreement.'** To fill out the web form, please log on to your College Central student account and locate the Experiential Learning Manager box on the dashboard at the bottom of the page. Click "Submit a New Internship Agreement". Once you submitted the form, an email will be sent to your supervisor to complete the process.

This ensures that the *Student Interns* and the *Host Organization Supervisors* are aware of their respective responsibilities and agree to these terms. **This form is due to be submitted and uploaded to College Central within two (2) weeks of your internship starting date or by September 18th May 29, 2020 at 5:00PM EST (whichever comes first).**

With the electronic signature, students approve the terms and conditions of the internship and confirm that they read the Statement of Understanding, as well as the Partnership Guidelines (please see 2. and 3. below).

### 2. Statement of Understanding

Students will read the *Intern Statement of Understanding* online on their College Central dashboard (Experiential Learning Manager at the bottom of the page). This statement certifies that the student understands the academic course requirements and the professional expectations of the internship site.

### 3. Internship Partnership Guidelines

To help ensure the interests and benefits of the Internship arrangement for all parties involved, the School of Diplomacy has developed the 'Internship Partnership Guidelines' outlining the mutual responsibilities of the University and the Host Organization. Students and host organizations will read the 'Internship Partnership Guidelines' online on their College Central dashboard (Experiential Learning Manager at the bottom of the page).

### 4. Student Assignments

Starting ~~September 25th~~ ~~June 5~~, students are required to submit a **Journal Entry**, ~~Discussion~~ **Discussion Board Comment and Response** and **Blog Post** via **Blackboard**; each awarded with a maximum grade of 20 points. Deadlines for the course assignments are listed on [page 5](#). Assignments submitted after the deadline cannot receive credit. The breakdown of the course assignments for student-interns is as follows:

̯ ~~Four (4)~~ ~~Two~~ ~~three (23)~~ **Journal Entries** submitted through Blackboard under the Journal tab with a minimum of **250 words**;

̯ **One (1) Blog Post** – for the ~~third~~ course assignment, the student is asked to write a blog of a minimum of **500 words** that may be published on the School's website;

̯ **Two (2) Discussion Board Posts- one to be initiated by the student, and one response to another student's post, see discussion board for prompts for participation**

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̯ **One (1) Informational Interview** – for the ~~fifth~~ ~~last~~ course assignment, the student is asked to conduct an informational interview with ~~his/her~~ ~~their~~ supervisor or someone of a similar/higher role at the internship host organization; the interview must be submitted as a 2-page (double-spaced) document, as a summary document.

̯ ~~NOTE: Students who are registered for both DIPL 7111 AND 7112 in recognition of a full time internship exceeding 300 hours must complete **nine (9) journals and one (1) blog post**. See the assignment submission schedule on [page 5](#). Students will start submitting journals in [7111](#) first and then continue in [7112](#) once [7111](#) is complete.~~

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Regularity, punctuality, and content of the Student Assignments are essential to ensure proper monitoring of the academic objectives of the internship. Close attention will be paid to the quality and time delivery of your submissions.

#### Journal Entries

To access the journaling function, go to the course **Blackboard**. Click on the *Journals* tab located under the course menu on the left side of the screen. On the top left, click on the function that says *Create Journal Entry*; enter the title of the Journal (example: Journal #1 – First Assigned Project) and copy/paste (or type in) the content of your Journal in the designated area. Submit your entries directly in Blackboard.

The *Journals* should explain relevant learning experiences during the internship. *Journals* should be in narrative form. Do not use bullet points. Journal Entries are more than a description of what transpired at the internship. *Journal Entries* are a critical analysis reflecting on how the internship relates to diplomacy and international relations or specific coursework. It should also reflect student experience,

responsibilities, possible difficulties and challenges, and projects. Reflect on how the internship experience and newly learned skills influence professional development. Write clearly, concisely and professionally.

Questions to think about for your journal entries:

- Ñ How does your internship relate to your field of study?
- Ñ How do your classes relate to the practical experience of your internship?
- Ñ What new professional skills/proficiency in new software programs are you developing?
- Ñ Does your internship affect your career choice? Is it confirming what you had planned or has that changed? Why?
- Ñ What are the biggest difficulties? What do you do to overcome them?

#### Discussion Board

This will be your second assignment on Blackboard. Go to the Discussion Board on Blackboard, read the questions and write a post of at least 200 words in response. To respond, find another student's post and comment according to the instructions on the discussion board, in at least 200 words. \*See note re confidentiality below.

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#### **Blog Post**

This will be your third assignment on Blackboard. Be creative and share the work at your internship. The Blog Post offers the opportunity to demonstrate and highlight your writing skills and to give insights into your learning experience.

The blog post should state who you are in a sentence or two, where you are interning, why, what lead you there, what interests you about the organization, etc. Explain briefly what you are doing (as long as it is not confidential), how your internship experience relates to your classes, and how it affects your professional career.

Suggestions of what to include in your Blog Post:

- Introduce yourself, who you are, what and where you study, where you intern, briefly introduce your host organization and what your position title is, what your main responsibilities are, etc.
- Describe a particularly interesting project or series of assignments you handle
- Think about the following questions and critically reflect on your experiences:
  - Ñ How does your internship relate to diplomacy and international relations?
  - Ñ How has your coursework prepared you for this professional experience?
  - Ñ What new skills are you learning?
  - Ñ How does your internship affect your plans for your professional future?
  - Ñ What are the biggest challenges/difficulties you face at your internship? How do you overcome them?
  - Ñ What is the biggest achievement/the most rewarding part of your internship?
  - Ñ What is your biggest learning/ take away?
  - Ñ Would you recommend your internship to others? Why/Why not?
- Be creative, take time to reflect, write clearly, concisely and professionally
- If you can, send us a picture of you at your internship host site
- When you read a blog post about someone else's internship experience: What would you like to know?

*\* Notes:*

- *Use these questions as a basis for your journal entries as well*

**- Do not write about information that is confidential to your internship. Check with your internship host supervisor if you are uncertain about the content of your blog.**

### **Informational Interview**

For the last 30 hours of your internship, you are required to complete an informational interview with your supervisor or with someone of similar stature or position at your agency/institution. The interview should be at least 30 minutes long. Your goal is to discover the skills, education and experience required by a prospective employer and to learn about the company/industry at large.

You are required to write a **2 page (double-spaced) summary and analysis of your interview**. Describe who you interviewed (name and position), the structure of the interview, the questions you asked and the answers given, and any reflections you have about the skills, education, and experience required to obtain a full time job at this institution. Comment on how these findings affect your own coursework and education in International Relations and Diplomacy. **Submit your Informational Interview in the course's Blackboard Journal function as the Informational Interview entry.**

The following are **sample questions you might ask in an informational interview**:

- J Could you tell me a little about a typical day for you? What types of skills do you need to successfully execute your responsibilities?
- J What minimum educational background is required, and what is the average educational background of job applicants?
- J What types of skills do you look for in a full time job candidate?
  - o Language skills?
  - o Quantitative skills? Math? Statistics?
  - o Computer skills? Specific programs? Specific applications?
  - o Writing skills? Policy reports? Research papers? Speeches? Briefs?
- J What type of professional experience is required in order to acquire your position?
- J Are there any specific personality qualities you look for in prospective candidates?
- J How strongly do you weigh experience/education when reviewing potential candidates?
- J Do you strongly recommend any additional training to help distinguish job candidates?

Students who undertake internships in locations that do not support access to Blackboard must let the Director of Internships and Career Development know immediately and they may submit their assignments via e-mail to **Dr. Ruby**: [catherine.ruby@shu.edu](mailto:catherine.ruby@shu.edu). Please submit your entries in the body of the email, rather than as a Word attachment.

**The Supervisor's Assessment is due by Friday, December 4th July 31, 2020 at 5:00PM EST.** Students may extend their internships past ~~December 4~~~~August 6~~ (an arrangement to be made with the host organization directly).

## **5. Supervisor's Assessment of Intern**

The supervisor at the host organization is responsible for overseeing the student's day-to-day learning progress and for providing support, guidance and feedback. During the course of the semester, the Director for Internships and Career Development will be available to both the student intern and to the on-site supervisor to address any concerns.

The Supervisor's Assessment form is submitted via [CollegeCentral](#).

To fill out the web form, please log on to your College Central student account and locate the Experiential Learning Manager box on the dashboard at the bottom of the page. Click "Submit a Supervisor Assessment". Once you submit the form, an email will be sent to your supervisor to complete the process.

It is the student's responsibility to provide the Supervisor's Assessment to their supervisor two weeks before the end of the internship or by **November 19/July 17, 2020 at 5:00 PM EST** (whichever comes first). Please make certain that your supervisor is aware of this deadline.

**6. Required Class: Date to be Determined**

A mandatory class will be held at the end of the semester. Typically, it is held for one hour on Reading Day. Watch Blackboard for the announcement.

**Grading: Pass/Fail**

A grade of **Pass (P)** or **Fail (F)** will be issued at the end of the semester. Students must satisfactorily submit all course documents and all assignments by the deadlines, and attend the required class to receive a Passing (P) grade.

<b>Summer/Fall 2020 Course Schedule DIPL 7111/7112</b>	
<b>Course Documents</b>	
Intern's Statement of Understanding	<a href="#">September 18/May 29, 2020 at 5:00PM EST</a>
Internship Partnership Guidelines	<a href="#">September 18/May 29, 2020 at 5:00PM EST</a>
Learning Agreement	<a href="#">September 18/May 29, 2020 at 5:00PM EST</a>
Supervisor's Assessment of Intern	<a href="#">December 4/July 31, 2020 at 5:00PM EST</a>
<b>Coursework Assignments for Students in DIPL 7111 or DIPL 7112 ONLY</b>	<i>Submission Deadlines:</i>
Journal 1	<a href="#">September 25/June 5, 2020</a>
<del>Discussion Board Post</del> <del>Journal 2</del>	<a href="#">October 9/June 19, 2020</a>
<del>Discussion Board Response</del>	<a href="#">October 23/July 3, 2020</a>
<del>Blog Post</del>	<a href="#">November 6/July 17, 2020</a>
<del>Blog Post</del> <del>Journal 2</del>	<a href="#">November 20/July 31, 2020</a>
<del>Journal 2</del> <del>Informational Interview</del>	<a href="#">December 4, 2020</a>
	<a href="#">Please email Dr. Ruby for assignment dates catherine.ruby@shu.edu. Remove this section, replace with Email Dr. Ruby</a>
<b>Coursework Assignments for Students in DIPL 7111 and DIPL 7112 ( ie. Participating in one 6 credit internship during the semester )</b>	<a href="#">June 5, 2020</a>
Journal 1	<a href="#">June 12, 2020</a>
Journal 2	<a href="#">June 19, 2020</a>
Journal 3	<a href="#">June 26, 2020</a>
Journal 4	<a href="#">July 3, 2020</a>

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Blog-Post	July 10, 2020
Journal 5	July 17, 2020
Journal 6	July 24, 2020
Journal 7	July 31, 2020
Journal 8	August 6, 2020
Informational Interview	
<b>Required Class</b>	<b>To be Determined</b>
<b>Last Day of Class</b>	<b>December 4 August 6, 2020</b>

#### School of Diplomacy, Seton Hall University Grading Policy

Plagiarism and other forms of academic dishonesty will be reported to the administration, and may result in a lowered or failing grade for the course and up to possible dismissal from the School of Diplomacy. See university and school standards for academic conduct here:

<https://www.shu.edu/student-life/upload/Student-Code-of-Conduct.pdf>

<http://www.shu.edu/academics/diplomacy/academic-conduct.cfm>

It is the policy and practice of Seton Hall University to promote inclusive learning environments. If you have a documented disability you may be eligible for reasonable accommodations in compliance with University policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law against Discrimination. Please note, students are not permitted to negotiate accommodations directly with professors. To request accommodations or assistance, please self-identify with the Office for Disability Support Services (DSS), Duffy Hall, Room 67 at the beginning of the semester. For more information or to register for services, contact DSS at (973) 313-6003 or by e-mail at DSS@shu.edu.

#### **Policy on Incompletes**

Incompletes will be given only in exceptional cases for emergencies. Students wishing to request a grade of Incomplete must provide documentation to support the request accompanied by a Course Adjustment Form (available from the Diplomacy Main Office) to the professor *before* the date of the final examination. If the incomplete request is approved, the professor reserves the right to specify the new submission date for all missing coursework. Students who fail to submit the missing course work within this time period will receive a failing grade for all missing coursework and a final grade based on all coursework assigned. Any Incomplete not resolved within one calendar year of receiving the Incomplete or by the time of graduation (whichever comes first) automatically becomes an "FI" (which is equivalent to an F). It is the responsibility of the student to make sure they have completed all course requirements within the timeframe allotted. Please be aware that Incompletes on your transcript will impact financial aid and academic standing.