



**SANT'ANNA**  
INSTITUTE  
SORRENTO

## INTERNATIONAL INTERNSHIP COURSE SYLLABUS

**COURSE DESCRIPTION:** This course is a guided practicum, which includes an internship in a field setting as well as academic coursework for reflection and documentation of the skills practiced. 3 or 6 credit hours.

**METHODS:** This course is offered to qualified students who are mature and experienced enough to apply their skills to a practical work environment. The student collaborates with the work site supervisor and Sant'Anna Institute's Internship Coordinator in order to design internship objectives and projects that best fits the aims of both the intern and the employer. Integrated into the number of hours required to completed on site, is academic coursework and evaluations that are carried out for the duration of internship.

### **COURSE REQUIREMENTS:**

#### 1. **APPLICATION**

- a. **Application materials** - Students may apply to the Internship Program at Sant'Anna by sending the Internship Coordinator the application along with a resume and a cover letter outlining the student's relevant experience and goals for the desired internship position.
- b. **Skype interview** - The student will be interviewed by the Sant'Anna Internship Coordinator via Skype and possibly by the employer as well upon request.
- c. **Placement** - The work placement will be assigned by the Sant'Anna Internship Coordinator based on compatibility between the student and the employer's capabilities. Students will be sent confirmation of their placements and a list of possible projects before the start of the program.
- d. **Orientation** - Student interns will participate in an Internship Orientation session at the beginning of the program, where they will learn about the academic requirements and cultural and professional expectations of the program.
- e. **First meeting** - The student will be escorted to his/her internship placement at the beginning of the study abroad period, unless otherwise communicated because of scheduling difficulties.

#### 2. **HOURS:** Student interns must complete the following number of hours to earn the respective credits:

- 135 hours to earn 3 credits
- 270 hours to earn 6 credits

Hours not only count those completed onsite, but also the hours dedicated to the mandatory weekly group meetings.

### 3. **WEEKLY UPDATES:**

- a. **Hour log** - Students are required to submit a weekly report, logging the number of hours and tasks completed daily, to be signed off weekly by the site supervisor.
- b. **Written journal** - Students are required to submit a weekly journal entry to the Sant'Anna Internship Coordinator, with a reflection based on a prompt related to the weekly meeting topic.
- c. **Group Meetings** - All student interns meet together with the Internship Coordinator to discuss topics based on professional development. These guided activities and discussions may be led by the Sant'Anna Institute Development Manager as well.
- d. **Individual Meetings with Internship Coordinator** - Progress and challenges will be discussed with the Internship Coordinator during one-on-one meetings scheduled on a need basis throughout the term.

### 4. **EVALUATIONS:**

- a. **Written evaluations** - Students, onsite and faculty supervisors, and the Internship Coordinator will complete written evaluations of the overall internship progress at the midterm and at the final weeks of the internship period. *(For summer periods, evaluations will only be completed at the final.)*
- b. **Midterm meetings** *(only required for semester periods, not summer periods)* - The student is in charge of coordinating a meeting between the Internship Coordinator, Faculty Supervisor, and Onsite Supervisor, and him/herself to discuss the internship progress halfway through the study abroad period. The student intern is in charge of leading the meeting with a presentation *(see guidelines in the Midterm Meeting outline)*.
- c. **Final presentation** - At the end of the internship period the student is to present his/her internship through an e-portfolio *(see guidelines in the Final Presentation outline)*. The presentation will be given to peer interns, Sant'Anna staff, and Faculty and Onsite supervisors (depending on their availability) during a final internship group meeting.

**GRADING CRITERIA:** The final letter grade for the internship course is based on the completion of all of the above course requirements as well as the Employer's evaluation of the student's work performance and the Internship Coordinator's assessment of the student's academic success.

**\*Completion of the total hours is compulsory. Student interns that do not complete the required number of hours will automatically receive a failing grade.**

<b>ASSIGNMENT</b>	<b>WEIGHT of FINAL GRADE</b>
Weekly journal assignments & Hour logs (organized, specific, accurate, signed, on time)	30%
Attendance of group and individual meetings	20%
Internship Projects: as evaluated by Faculty Supervisor	15%
Internship Projects: as evaluated by Onsite Supervisor	15%
Final presentation	20%
<b>TOTAL</b>	<b>100%</b>

#### GRADING SCALE:

A	95-100%
A-	90-94%
B+	87-97%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	under 60%

#### IMPORTANT NOTES:

1. Office hours may vary week to week according to the events and availability of the internship supervisor. Plan hours and communicate holidays in advance. Due to the flexibility of this type of business you may be asked to do extra time.
2. The internship should be a positive collaboration for both parties; aim to share and exchange unique qualities/abilities that each has to offer for a successful and productive internship experience.
3. Prepare to face challenges that might vary depending on each individual experience. It is crucial to keep an open mind and be conscience of cultural differences in and out of the workplace.
4. The Internship Coordinator is a liaison between the student intern and the workplace employer/supervisor, which is a rare role to find in internship opportunities. The student should take advantage of this guidance when appropriate without letting it deduct from his/her own responsibilities, but instead using it to enhance the opportunities to grow independently from this experience as well.