**UWP 198: Business and Management Internships Abroad**
Summer Internship Course Syllabus: Hong Kong & New Zealand
July 15 to September 12, 2015
University of California, Davis

Instructor: Ken Andersen, UC Davis University Writing Program
Email: kenandersen@ucdavis.edu

**University Writing Program 198: Writing for Internships**
As a student in UWP 198, you will spend time each week reflecting on your work as an intern in Hong Kong or New Zealand and writing about your experiences. Through this internship, you will learn, hone, and apply real-world skills on an international scale, and throughout the process, you will complete several required writing assignments en route to earning course credit. The vast majority of the work and value of this course, however, will come in the form of the international, intercultural, and interpersonal experiences you have throughout the your time overseas.

**NOTE:** You will take UWP 198 in conjunction with Education Abroad (EAP) 192 Internship. EAP 192 is a 6-unit course for which you will intern approximately 32 hours per week at your host company and will be able to apply for transcript notation through the UC Davis Internship and Career Center.

This syllabus outlines the expectations for UWP 198 and provides the information that is necessary to successfully complete this two-unit course.

**Course Goals**
This course is designed around three primary goals:
- to engage students in their respective internships in a thoughtful and meaningful way
- to allow students the opportunity to write reflectively about their own impressions and experiences as they intern in their respective fields abroad
- to encourage and assist students working as professionals in their field in an international, intercultural context

Throughout your time abroad, you will work with your instructor via various online mediums to achieve these goals and to make your international experiences as valuable as possible.
**Course Credit & Grading**

UWP 198 will be taken for a Pass/No Pass grade. To pass this course, you must complete each of the writing assignments and post them on time to the *Blog* feature on SmartSite by the due date (please see the section below on entering blog posts). You must also engage your fellow international interns via the course’s Facebook page (URL HERE) through relatively frequent status updates and photo posts. The course progression below indicates the due dates and further details for these assignments.

Writing assignments for this course will also be graded pass/no pass. For an assignment to earn a pass, it must adhere to the assignment guidelines and be clearly and thoughtfully written. You will receive detailed assignment prompts for each major assignment, and those prompts will provide all of the information necessary to successfully complete the assignments.

**NOTE:** You will find all four of the major assignment prompts in the *Assignments* section on SmartSite.

**Entering a Blog Post in Your SmartSite Blog**

To create a post in your SmartSite blog, log into SmartSite and click on *UWP 198* then follow these steps:

- In the left-hand column, click on *Blogs*
- Click on *Add Blog Entry* in the top left of the blogs page
- Type a blog title (something brief that indicates what the blog entry will be about)
- Enter the content for your blog entry in the space provided
  - You might find it helpful to write your blog entry in MS Word first then copy and paste it into your blog when you’re ready to publish it
- Click on *Publish Entry*

To add a photo of yourself that will show up with your blog posts, click on *My Workspace* in at the top of the SmartSite page then click on *Profile2* in the left-hand column. You’ll be prompted to upload a photo, at which time you’ll need to enter the URL of your photo (you’ll need to select a photo that already exists online either on a social or professional networking site or your own website).

**Writing Assignment Feedback & Revision**

Throughout the internship, you will receive instructor feedback on your writing, and you’ll have opportunities to revise your work. This process is essential, because revision is one of the fundamental steps in the writing process. You’re strongly encouraged to seize these revision opportunities when they arise, as doing so will help you hone your written communication skills. Your instructor will provide feedback on your writing assignments through the comments feature in SmartSite Blogs.
Required Course Readings
The readings for this course are all available online and are listed in the Course Progression below under the Reading Assignments section. These readings come from a variety of sources and focus on topics ranging from interpersonal and intercultural communication to tips for succeeding in an internship. You’re encouraged to at least skim the readings before you depart for your host country then give each a thorough read during the week they’re listed in the syllabus. These readings will provide worthwhile insight into the abovementioned areas, and they will provide practical insight that may prove useful in your summertime workplace.

The Course Facebook: [Facebook page URL]
In addition to the four major writing assignments you will complete for this course, you’ll be required to maintain a presence on the course’s Facebook page. You’ll be asked to make regular posts that range from simple status updates to photos and videos to longer anecdotes. The purpose of the Facebook component of this course is to encourage you to connect with your fellow international interns despite the distances between you. The course’s Facebook page will be open only to students who are registered for this UWP 198 course, the course instructor, and certain UC Davis Study Abroad staff members. This Facebook page will be dedicated to this course, but at the same time, you’re welcome to take your posts beyond your internships. Feel free to share your experiences and comment on your fellow interns’ posts. Of course, you are asked to keep your posts and feedback appropriate for the communication context. That is, let’s keep our page positive and supportive.

Course Progression
The course progression on the following pages lists all reading and writing assignments for this course. Note that all assignments are due each week by Sunday at 8:00 p.m. your time. You’re encouraged, of course, to do your work in advance of the deadline, but do your best to have your work submitted online no later than the 8:00 deadline.

If you have any questions or concerns about the information listed in this course progression, please don’t hesitate to email your instructor: kenandersen@ucdavis.edu.
<table>
<thead>
<tr>
<th>Week/ Dates</th>
<th>Reading Assignments</th>
<th>Facebook Posts &amp; Blog Assignments</th>
</tr>
</thead>
</table>
Read *A Message to All the Interns*: [http://www.huffingtonpost.com/maria-rodale/a-message-to-all-the-interns_b_5444918.html](http://www.huffingtonpost.com/maria-rodale/a-message-to-all-the-interns_b_5444918.html) | **Three Facebook posts** by 8:00 p.m. on Sunday, July 19:  
1. Arrival notice (Example: “I made it to HK/NZ, and the first thing I did was…”)  
2. Initial impressions and/or culture shocks  
3. One photo of you in your new country |
| Week 2 7/20-7/24 | Read this academic profile: [http://writing.ucdavis.edu/faculty-staff/directory/kenander](http://writing.ucdavis.edu/faculty-staff/directory/kenander)  
Read any three of these CEO profiles: [http://online.barrons.com/articles/SB50001424053111904797004577281720885779812](http://online.barrons.com/articles/SB50001424053111904797004577281720885779812) | **Blog Post 1** due by 8:00 p.m. on Sunday, July 26: *The Professional/Personal Profile* |
| Week 3 7/27-7/31 | Read *Workplaces that Work—Interpersonal Communication*: [http://hrcouncil.ca/hr-toolkit/workplaces-interpersonal.cfm](http://hrcouncil.ca/hr-toolkit/workplaces-interpersonal.cfm) | **Three Facebook posts** by 8:00 p.m. on Sunday, August 2:  
1. Post a very concise recap of your first two week in the internship (100-word max)  
2. A brief post about your most interesting/unusual interaction of the week  
3. A photo of you in action at your internship |
| Week 4 8/3-8/7 | Read *17 Incredibly Successful People Who Started As Interns:* [http://www.huffingtonpost.com/2013/10/03/celebrity-interns_n_4031608.html](http://www.huffingtonpost.com/2013/10/03/celebrity-interns_n_4031608.html) | **Blog Post 2** due by 8:00 p.m. on Sunday, August 9: *Interpersonal Communication* |
| Week 5 8/10-8/14 | Read *Intercultural Communication in the Global Workplace:* [http://www.kwintessential.co.uk/cultural-services/articles/intercultural-communication-global-workplace.html](http://www.kwintessential.co.uk/cultural-services/articles/intercultural-communication-global-workplace.html) | **Three Facebook posts** by 8:00 p.m. on Sunday, August 16:  
1. A concise post about an unusual intercultural interaction you’ve had while in your host country (100-word max)  
2. An informative and/or educational post about a custom of your host country that you find particularly interesting or unusual (50-word max)  
3. A photo of you engaging in a local custom (dining, visiting a particular place, something you’re expected to do on the job, etc.) |
| Week 7 8/24-8/28 | Read *Innocents Abroad: How Travel Changed my Perspective and Politics:* [https://www.ricksteves.com/about-rick/innocents-abroad-how-travel-changed-my-perspective-and-politics](https://www.ricksteves.com/about-rick/innocents-abroad-how-travel-changed-my-perspective-and-politics) | **Three Facebook posts** by 8:00 p.m. on Sunday, August 30:  
This week’s three Facebook posts are up to your discretion. You may post photos, videos or status updates. Please make them pertain in some way to your international experiences. Ideally, they will involve your internship in some meaningful way. |
| Week 8 8/31-9/4 | No readings this week | **Blog Post 4** due by 8:00 p.m. on Sunday, September 6: *Recommendation Report* |
| Week 9  
| 9/7-9/11 | No readings this week | **Three Facebook posts** by 8:00 p.m. on Monday, September 14:  
| | | 1. Arrival notice (Example: “I made it home from HK/NZ, and the first thing I did was…”)  
| | | 2. Initial impressions and/or culture shocks  
| | | 3. One photo of you back in your home country |