

UWP 198: *Business and Communication Internships Abroad*
Summer Internship Course Syllabus
Auckland, Hong Kong, Prague, Tokyo, and Wellington
Summer 2019
University of California, Davis

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University Writing Program 198: *Writing for Internships (2 Units)*

As a student in UWP 198, you will spend time each week reflecting on your work as an international intern 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 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 and 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 *Assignments* feature on Canvas by the due date. You must also engage your fellow international interns via the *Discussions* feature on Canvas, where you'll share your professional and intercultural experiences from time to time. 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, be clearly and thoughtfully written, and submitted on time. 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 Canvas.

Establishing Your Presence on Canvas

You'll be submitting all of your work on [Canvas](#) this summer, so you might find it helpful to take a look through our course site before beginning your internship. If you don't yet have a photo of yourself on Canvas, please log in, click on *Account* in the top left corner of the page, and click on *Profile*. On this page, you may click on the space where the profile picture will be placed and follow the prompts to upload a photo. (Your first major assignment for this course will be a profile, which you will post in this location on Canvas. You'll find the details of that assignment in the Professional/Personal Profile assignment prompt.)

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 Canvas.

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 this 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 Discussions

In addition to the four major writing assignments you will complete for this course, you'll be required to maintain a presence in course discussions, which, as was stated above, will take place via the *Discussions* feature on Canvas. You'll be asked to make regular posts there that range from simple status updates to photos and videos to longer anecdotes.

The purpose of the *Discussions* component of this course is to encourage you to connect with your fellow international interns despite the distances between you. The course's discussions 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. These discussions 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 discussions 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 p.m. 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.

Week/	Reading Assignments	Discussion Posts & Blog Assignments
Week 1	Read 10 Strategies for Success Abroad Read 10 Tips to Get the Most Out of Your Internship Read A Message to All the Interns	1 Discussion Post by 8:00 p.m. on Sunday that includes the following: 1. Arrival notice (Example: “I made it to 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	Read this academic profile Read any three of these CEO profiles	Assignment 1 due by 8:00 p.m. on Sunday: <i>The Professional/Personal Profile</i>
Week 3	Read Workplaces that Work—Interpersonal Communication	1 Discussion Post by 8:00 p.m. on Sunday that includes the following: 1. Post a very concise recap of your first two weeks in the internship (50-word max) 2. A few words about your most interesting/unusual interaction of the week 3. A photo of you in action at your internship
Week 4	Read 17 Incredibly Successful People Who Started As Interns	Assignment 2 due by 8:00 p.m. on Sunday: <i>Interpersonal Communication</i>
Week 5	Read Global Workplace: The Need For Intercultural Training	1 Discussion Post by 8:00 p.m. on Sunday that includes the following: 1. A concise writeup about an unusual intercultural interaction you’ve had while in your host country (100-word max) <i>(Assignment instructions continued on the following page)</i>

		<p>2. A few informative and/or educational words about a custom of your host country that you find particularly interesting or unusual (50-word max)</p> <p>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.)</p>
Week 6	Read Working on Common Cross-cultural Communication Challenges	Assignment 3 due by 8:00 p.m. on Sunday: <i>Intercultural Communication</i>
Week 7	Read Innocents Abroad: How Travel Changed my Perspective and Politics	<p>1 Discussion Post by 8:00 p.m. on Sunday that includes the following:</p> <p>This week's discussion topic is up to your discretion. You may share photos, videos, or status updates. Please make it pertain in some way to your international experiences. Ideally, it will involve your internship in some meaningful way.</p>
Week 8	No readings this week	Assignment 4 due by 8:00 p.m. on Sunday: <i>Recommendation Report</i>
Week 9	No readings this week	<p>1 Discussion Post by 8:00 p.m. on Sunday, that includes the following:</p> <ol style="list-style-type: none"> 1. Arrival notice (Example: "I made it home from 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