

**UWP 198: *Business and Communication Internships Abroad***  
2021 Summer Virtual Internship Course Syllabus  
Tokyo, Japan  
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 in your virtual internship in Tokyo 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 virtual internship.

**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 virtually in their respective fields
- To encourage and assist students working virtually as professionals in their field in an international and intercultural context

Throughout your virtual internship, you will work with your instructor via various online mediums to achieve these goals and to make your internship 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. 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 virtual 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 as well as in the Assignments section. 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 embarking on your virtual internship 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 virtual workplace.

### **Required Canvas Discussions**

Every other week during your virtual internship, your instructor will post a new discussion to Canvas on which you'll be asked to briefly comment. These discussions will have to do with your experiences in your virtual internship (how the internship started out, an and

interesting or unusual interpersonal communication experience on the job, an interesting or unusual intercultural communication experience on the job, and how the internship wrapped up). These discussions will be brief but regular opportunities for you to share your experiences with your fellow virtual interns while also reading about their experiences. The discussions help to provide you with a connection to your fellow students during these unusual times.

### Course Progression

The course progression below lists all reading and writing assignments for this course. Note that all assignments are due each week by Sunday at 8:00 p.m. *Pacific 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](mailto:kenandersen@ucdavis.edu).

Week/ Dates	Reading Assignments	Facebook Posts & Blog Assignments
Week 1 <b>(Dates TBD)</b>	Read (This reading coming soon)  Read <a href="#">10 Tips to Get the Most Out of Your Internship</a>  Read <a href="#">A Message to All the Interns</a>	<b>Discussion Comment Due Sunday</b>  1. Internship start notice (Example: "I my internship this week, and the first thing I did was...")  2. Initial impressions of your virtual internship
Week 2	Read this <a href="#">academic profile</a>  Read any three of <a href="#">these CEO profiles</a>	<b>Assignment 1</b> due by 8:00 p.m. on Sunday: <i>The Professional/Personal Profile</i>
Week 3	Read <a href="#">Workplaces that Work—Interpersonal Communication</a>	<b>Discussion Comment Due Sunday</b>  1. Post a very concise recap of your first two weeks in the virtual internship (100-word max)
Week 4	Read <a href="#">17 Incredibly Successful People Who Started As Interns</a>	<b>Assignment 2</b> due by 8:00 p.m. on Sunday: <i>Interpersonal Communication</i>
Week 5	Read <a href="#">Global Workplace: The Need For Intercultural Training</a>	<b>Discussion Comment Due Sunday</b>  1. A concise post about an unusual

		intercultural interaction you've had while interning virtually (100-word max)
Week 6	Read <a href="#"><i>Working on Common Cross-cultural Communication Challenges</i></a>	<b>Assignment 3</b> due by 8:00 p.m. on Sunday: <i>Intercultural Communication</i>
Week 7	Read (This reading coming soon)	<b>Assignment 4</b> due by 8:00 p.m. on Sunday: <i>Recommendation Report</i>
Week 8	No readings this week	<p><b>Discussion Comment Due Sunday</b></p> <p>Internship completion report (100 words +/-): In your last brief discussion post, describe your initial thoughts after completing your virtual internship using the following three questions as a guide:</p> <ol style="list-style-type: none"> <li>1. What did you find most valuable about completing your virtual internship?</li> <li>2. If you had this internship opportunity to do over, what would you do differently?</li> <li>3. What was one aspect of the internship that you believe prospective employers will be impressed by during your next job interview?</li> </ol>