

UCLA Center for Community Learning
International and Area Studies 195CE

Spring 2017 Syllabus

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COURSE DESCRIPTION

International and Area Studies 195CE is a 4 unit course designed around an individual internship experience. The course is open to all majors and may fulfill electives for any of the programs housed in the International Institute (the several **International & Area Studies** majors and minors, **Global Studies major and minor**, and the **International Development Studies major**) by petition to the program Chair. I A Std 195CE may be taken for a letter grade or on a pass/no pass basis, although the letter grade option is required to apply the course to a major or minor.

This course will offer you the opportunity to apply international studies theories and concepts to your internship experience. We hope that this course will help you analyze the effects the global and interconnected nature of our world has on people, cultures, politics, economics, and organizations. You will take your academic knowledge beyond the classroom, and in your papers and during one-on-one meetings, you will analyze your organization and work experience within an international context.

This course requires active participation at an approved off-campus field site for a minimum of 80 hours, weekly response papers, biweekly discussions with the Course Coordinator, and a final research paper.

195CE Learning Outcomes:

Students enrolled in this independent study course will have the opportunity to:

- Define and apply the following core concepts: civic engagement, social responsibility, experiential learning, and international studies
- Apply academic knowledge and critical thinking skills to address situations and challenges that arise in 21st-century work environments
- Develop and execute a research paper integrating analysis inspired by experiential learning (i.e. an internship) with knowledge gained from an interdisciplinary academic program
- Explore how off-campus work experience contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices

ENROLLMENT REQUIREMENTS:

In order to enroll in I A Std 195CE you must have at least a 3.0 G.P.A. and complete a course contract. Follow the steps outlined in the Enrollment Procedures handout that you received during your intake appointment to generate a contract.

COURSE REQUIREMENTS:

1. Discussion Sessions (20%)
2. Weekly Response Papers (40%)
3. Final Research Paper (40%)

REQUIRED FORMS:

1. Course Contract created by you and signed by your supervisor
2. Signed Liability Waiver
3. Signed timesheet documenting 80-100 hours worked at an off-campus site

Grading Scale

You must earn at least a 73% overall for a passing grade if you take the course P/NP.

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	00-59

Discussion Sessions (20% of your grade)

Schedule and attend biweekly discussion sessions with your coordinator (me) at the Center for Community Learning at least 5 times, including intake. Come to each 30-minute discussion session prepared to discuss your experiences at your internship, your weekly response papers, and your progress on your research paper. To receive full credit you must be prepared to have an engaged, interactive meeting. Appointments can be scheduled in person at CCL (Murphy A265); by calling CCL at 310-825-7865; or by emailing the front desk at cclmeetings@college.ucla.edu. Since I am not at CCL every day I am unable to schedule appointments personally, and I cannot meet you outside my office hours. Plan accordingly.

You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (i.e. every other week). Each meeting is worth 4 points. Showing up late and/or unprepared for a meeting will result in the loss of at least two points. If you arrive more than 10 minutes late, you will be asked to reschedule and the meeting will be worth only half credit. You may schedule only one meeting per week and **MUST** complete your second meeting by the end of Week 4 or the meeting will be considered late and will be worth only half credit. Repeated cancellation and same-day cancellations are unacceptable and may also result in a penalty. Any request to schedule meetings in consecutive weeks must be approved by the coordinator **IN ADVANCE** and may not be granted. Attending regularly scheduled meetings THROUGHOUT THE ENTIRE QUARTER is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-/NP. You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course and your internship site will be notified.

Weekly Response Papers (40% of your grade)

Submit 2-3 page response papers (double-spaced, 12 point font, 1 inch margins) via the course website by 11:59PM on Sunday beginning the weekend after Week 2. You need to turn in 8 response papers in all. Each weekly paper is worth 10 points. Response papers are docked 2 points for each day (or portion thereof) that

they are late. All work must be submitted to pass the class, even if it is too late to receive any credit. Submitting more than two papers over one week late is grounds for automatic “No Pass” if you are taking the course P/NP.

These papers should offer detailed reflections about your experience in the workplace and how it relates to International Studies. While you write, you will think critically about how International Studies relates to the contemporary world. You will be given prompts to guide your analysis on the schedule of assignments at the end of the syllabus. Review your papers for grammatical/spelling errors/ typos before you submit them. Papers that contain many careless errors will not receive full credit.

I will only accept your assignments via our course website. You must upload your assignments to our course website in order for you to pass the course. Feel free to submit your papers early.

Final Research Paper (40% of your grade)

Using at least 5 sources, complete a research paper of 8-10 pages (double-spaced, 12 point font, 1 inch margins) due at 5:00PM on Friday of Week 10. This assignment asks you to examine a topic inspired by your internship. This is not an extended response paper; rather, you should develop a research-based argumentative analysis and structure your paper around a Global Studies, International Development, or International and Area Studies framework. See the final pages of this syllabus for further instruction. You must use a minimum of 5 total sources, with at least 3 academic sources (such as book chapters or academic journal articles) and 2 reputedly edited popular sources (such as newspaper/magazine articles). Papers will be docked 1/3 of a letter grade for each day (or portion thereof) that they are late.

Final papers will only be accepted via the course website.

Additionally, students must complete the following requirements:

Time Sheet

Submit a timesheet with your final paper, signed by your supervisor and documenting the hours that you have worked this quarter. To pass the course, interns must work at least 8 weeks during the 10 week quarter AND work a minimum total of 80 hours (approximately 8-10 hours/week). Failure to complete the minimum requirements will likely result in an automatic grade reduction to C-/NP. If for any reason you find that you must miss more than the equivalent of one week’s regular shift at your internship or if you must end your internship early, you **MUST** inform your coordinator **IMMEDIATELY**. Your coordinator will consult with your internship supervisor and Center administrators about appropriate steps and may advise you to drop the course if it is determined that you are not in a position to pass.

Liability Waiver

Available at the CCL office and required by UCLA for off-campus work. You must submit a signed form ASAP once you are enrolled in the course.

ADDITIONAL POLICIES:

Academic Integrity

All policies in the UCLA Student Code of Conduct regarding academic integrity apply to this course, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action. UCLA’s complete policy regarding academic integrity can be found on the website for the Office of the Dean of Students: <http://www.studentgroups.ucla.edu/dos/>

Course Accommodations & Campus Resources

UCLA provides a wide range of resources to support students facing challenges, whether inside or outside the classroom. Consult the Student Care Managers program website for information about these resources, including information about confidential one-on-one consultation: <http://www.studentincrisis.ucla.edu/Who-can-Help>. If you need to request an academic accommodation based on a documented disability related to your work in this course, please contact the Center for Accessible Education as soon as possible. CAE can be reached at A255 Murphy Hall, 310-825-1501, or 310-206-6083 (telephone device for the deaf). You can learn more about their services by exploring their website at <http://www.cae.ucla.edu/>. Students should also notify their internship coordinator about any issues as soon as possible so that appropriate accommodations can be arranged with CAE well in advance of assignment due dates.

Communication with Sites & Campus Stakeholders

In order to monitor the educational experience of undergraduate interns, the Center for Community Learning communicates with internship site supervisors for mandatory check-ins at least twice each quarter and provides sites with an online evaluation of their partnership with UCLA. As a matter of policy, sites must be notified at any point in the quarter if students are in danger of not passing the course or if they withdraw. As needed, we may also communicate with various campus stakeholders, such as the Dashew Center for International Students & Scholars, the Career Center, and Student Care Managers.

SCHEDULE OF ASSIGNMENTS:

NOTE: Many of the prompts for these weekly assignments include multiple interrelated questions and more than one short reading. Please be sure to follow instructions closely and address ALL parts of each assignment. Consult your coordinator BEFORE an assignment is due if you have questions about a prompt. Depending on your browser settings, you may have difficulty opening an article through the hyperlink. In this case, please copy and paste the title (including author and date) into the search bar. I have tested this and know all articles can be accessed this way. Contact me if you have still have issues.

Week 1 – No Reading/Writing Assignment Due – Complete Enrollment Paperwork! This includes the signed course contract and liability forms. You will not be enrolled in the course until I receive the complete contract.

Week 2: Your Internship

Due: Sunday after Week 2

Prompt: First, independently research your organization and describe its goals, approaches, key players, and stakeholders. Furthermore, discuss whether your organization is promoting national interests, private interests, or the interests of special groups. Be thorough in your research. Use the organization's website but also consider looking for information in Lexis Nexis Business (accessible through the UCLA Library website under "Frequently Used Databases") or another reputable database.

Second, read the entire CCL welcome packet which includes selections from *The Successful Internship*. Please answer these questions: What did you learn from "The Successful Internship?" In your own words, define "civic engagement" and "civic professionalism." In what ways does your organization fulfill a civic mission or foster "civic professionalism"? What interest do you have in this field / company? What do you expect to gain and learn from participating in this internship? Do you have any apprehensions? Lastly, visit the International Institute programs [website](#) and choose one of the fields from International and Area Studies, International Development Studies, or Global Studies and explain how the ideas from one of these fields relates to the

concepts discussed above and to your particular internship.

Week 3: Your Organization in a Changing Society

Due: Sunday after Week 3

Prompt: First, discuss how globalization (technological developments, the international economy, political and/or cultural changes) has affected your organization or field. In your discussion, draw from the report “The Evolving Workforce” which focuses on the impact of technological developments. You are required to read pages 1-16 of the report (the “Global Overview” and “US Insights” sections), but in your response paper, feel free to incorporate material from the other case studies as well.

Second, following the United Nations Millennium Summit in 2000, eight Millennium Development goals were adopted to reflect the changing needs of society in the modern era and all UN member states, several international organizations, and many private companies committed to achieving these goals worldwide by 2015. Some targets were reached while others were not; as of 2016 these goals have been re-conceptualized as Sustainable Development Goals (SDGs). Follow the link to the UN SDG website. Click on each of the 17 SDGs and read the descriptions to better understand what they entail. While your organization may not explicitly be a “partner” for meeting these goals, use the SDGs as a framework for analyzing how your organization/field addresses the changing needs of society at the international, national, regional or even local level.

Readings:

1. [The Evolving Workforce Report 2: The Workforce Perspective](#), pp. 1-16.
2. [United Nations Development Program: A New Sustainable Development Agenda](#)

Week 4: Explore career options in the field

Due: Sunday after Week 4

Prompt: The first reading provides a snapshot of the challenges young people face worldwide as they transition from education to the workforce. Keeping these points in mind, research and summarize what the current employment opportunities in your field are (a possible starting point might be the [Bureau of Labor Statistics](#), alternatively, you may select one of the links below for international jobs). What is the outlook for job growth? What is the average salary and possibilities for career development? How has the field changed, what has caused this change, and what are the impacts on job growth and training needed for positions in your field?

<http://www.worldwidetentmakers.com/action/international-job-database>

<http://sociology.emory.edu/faculty/globalization/organizations.html>

The second reading is a brief article discussing what qualities employers from a broad range of companies prize in new hires, especially young applicants such as yourself. Consider how these demands relate to your training thus far and to your particular field. What type of training, experience, and education do you need to be qualified for positions in your field nowadays? As you tackle this question, look at the career trajectories of at least 3 professionals from the “United Nations Career” website (the third reading below). What do they have in common, how do they differ, and what can you learn from comparing their backgrounds that might help you in your own career exploration?

Readings:

1. [“Youth Employment: Youth Perspectives on the Pursuit of Decent Work in Changing Times,”](#) 3 page Summary of the *United Nations 2012 World Youth Report*.
2. Susan Adams, [“The 10 Skills Employers Most Want In 20-Something Employees,”](#) *Forbes*, Oct 2013.

3. [United Nations Careers](#)

Week 5: Challenges in the field

Due: Sunday after Week 5

Prompt: Based on what you have observed while working at your internship and based on the first assigned readings for this week, describe what are the main obstacles faced by your organization and how are these challenges linked to international concerns? Discuss what some pre-existing assumptions may be regarding international work in general, the impact of such assumptions, and how your organization (and organizations and individuals in general) need to move forward. Use the *Huffington Post* article as a launching point when thinking about these issues (which are relevant to the corporate sector as well as nonprofit/government sectors).

Second, examine the importance of cross-cultural communication. How does developing an understanding of other cultures' perspectives and views help organizations become more effective at meeting their objectives? Draw on the latter two articles in your discussion and as you consider how these themes are relevant to your organization or field. Be sure to discuss at least one specific instance of cross-cultural communication you have observed during your internship—either among employees from different parts of the world or between employees and the organization's global stakeholders. If you have not observed any instances of these types of cross-cultural communication, reflect on why you believe that is the case and what significance it has for the work of your organization.

Readings:

1. Pippa Biddle, [“The Problem with Little White Girls, Boys and Voluntourism,”](#) *The Huffington Post*, Feb 2014.
2. Carol Kinsey Goman, [“Communicating Across Cultures,”](#) Mar 2011.
3. Liz Truax, [“Working Abroad: A Qualitative Study on Cultural Adjustments and Difficulties While Working With Other Cultures,”](#) *UW- L Journal of Undergraduate Research*, Issue 11, 2008.
*Focus on pages 5-9.

Week 6: Interview

Due: Sunday after Week 6

In preparation for the interview you will be conducting this week, review the assigned readings below:

Readings:

1. Michael E. Porter and Mark R. Kramer, [“Strategy and Society: The Link Between Competitive Advantage and Corporate Social Responsibility,”](#) *Harvard Business Review*, 2006.
*Unless you subscribe to *Harvard Business Review*, you will need to use the UCLA VPN to access this article.
2. Devin Thorpe, [“Why CSR? The Benefits of Corporate Social Responsibility Will Move You To Act,”](#) *Forbes*, May 2013.

Then interview an employee at your organization about the skills and values needed to succeed in your field or industry. Interview the highest ranked individual you can find or a person you admire and respect in the organization. You do not need to submit a typed transcript of your interview but you are strongly encouraged to take notes because you will need to summarize the responses you receive. Be sure to incorporate the questions below into your interview but feel free to add your own questions as well:

1. What are the main skills necessary for success in this line of work and what are the values that individuals who succeed in this line of work possess?
2. What ethical or moral obligations do we have to the people we serve (e.g. clients, constituents, customers) and to the wider community?
3. What is the most important thing I could get from this internship and what can I do to get the most from my experience here?
4. What were a few of the formative events/people in your life that helped shape you into the person you are today? What did you learn in college that applies to the “real world?”
5. Does this organization have an official statement of social responsibility? Even if it does not, what ethical or moral obligations do we have to the people we serve (e.g. clients, constituents, customers) and to the wider community? Is the organization addressing or influencing pressing global issues such as poverty, sustainability, and social justice?
6. What protocols guide how this organization interacts with national and international stakeholders? What sort of influence does it have on the global stage?

After completing your interview, summarize what you learned. Based on the assigned reading and your interview, explain how your company or field currently incorporates or could further incorporate social responsibility practices in their mission or practices.

Week 7 Response Paper

Due: Sunday after Week 7

Prompt: Indicate what research question you have decided to pursue for your final paper and describe how your interest in this topic has been informed by your internship experience. If you plan to petition for this course to count toward a major/minor administered by the International Institute, discuss how the topic is relevant to your degree program as well. Then find two scholarly articles relevant to your research and summarize those articles in at least 1 paragraph each. Be sure to indicate how each article has deepened your understanding of your internship field and how it will inform the argument you will be making in your paper (see the end of the syllabus for paper guidelines).

Week 8 Response Paper

Due: Sunday after Week 8

Prompt: Please submit the first two pages of your final research paper and a list of your five sources with 1-2 sentences about how each source will help support your paper’s argument. Your opening paragraph should include a clear thesis statement.

Week 9 Response Paper

Due: Sunday after Week 9

Prompt: The last response paper should be a reflection of your overall internship experience. Think critically about the tasks of you and your supervisors. What did you learn about your field? Did it meet your expectations? Would you continue on in the field? Why or why not? What did you learn about how international dynamics impact the 21st century workforce?

Final Research Paper:

Papers are due no later than 5pm on Friday of Week 10. Please upload it to the course website.

The topic of your final paper must be approved by your coordinator (me) no later than Monday of Week 8. Papers that have not received approval will not be accepted. The research paper should be a thoroughly investigated, objective exploration of an aspect of your internship or field that will ultimately make an informed and analytical argument.

The best way to start your research paper is to read through a number of sources related to a topic inspired by your internship, and then create an argument based on that evidence. Outline your paper before you start writing. Remember: All papers must have a THESIS STATEMENT, stating the argument of your paper. Papers without thesis statements will not pass the course. If you have questions regarding what constitutes a thesis statement, please let me know.

Format:

- 8-10 pages, double-spaced
- Header that includes your name, I A STD 195CE, Quarter, and my name. This should be SINGLE SPACED, at the top left/right corner of the page. Headers are not meant to take up precious writing space.
- Original title that reflects the content of your paper.
- Page numbers.
- Times New Roman (or “normal” equivalent) , 12pt font, normal margins (1 ¼ inch)
- Cite at least five academic and journalistic sources (journals, books, magazines, or newspapers) using Chicago Manual of Style (CMS) footnotes or Modern Language Association (MLA) style parenthetical citations. Be consistent in the style you use and include a separate and properly formatted bibliography. Three out of five sources MUST be academic (book or journal) sources. Feel free to contact me to discuss if a particular source is academic or journalistic.

Please Note:

Article databases such as Jstor.org and Project Muse are extremely helpful in finding sources and can be accessed through the UCLA library computers or a proxy server.

Wikipedia and blogs are not acceptable sources, as they are not all verified. Other online encyclopedias (i.e. Encyclopedia Britannica) are also not accepted sources because they are not college-level resources. Please ask me questions if you are unsure how to find acceptable sources.

Recommended Writing Tools:

Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/>

The Elements of Style – Strunk and White <http://www.gutenberg.org/ebooks/37134>

The Chicago Manual of Style Online: <http://www.chicagomanualofstyle.org/home.html>

Good Research Sites:

-Project Muse

-Google Scholar

-JSTOR

We HIGHLY RECOMMEND going to the YRL and speaking with a librarian at the Reference desk or to Powell Library’s “Inquiry Labs.” Staff at both libraries can help you discover sources you never thought to explore.