Internship Seminar and Fieldwork

**Class code**
NODEP UA-9982

**Instructor Details**
Instructor: Dr. Jason Xidias  
Email: jasonxidias@nyu.edu  
Office Hours: Mondays, 9:00-9:30

**Class Details**
Internship Seminar and Fieldwork  
Mondays: 9:30-10:50  
Language of Instruction: English

**Prerequisites**

**Class Description**
As the academic component of the internship experience, this seminar helps students reflect critically on their internships as a way to further their individual academic and professional goals. This includes evaluating various aspects of the internship site, such as its mission, approach, policies, and the local, regional and international contexts in which it operates. Students will be challenged to think analytically about their internships and host organizations and to connect their internship experiences to past and present academic work. The first part of the course focuses on workplace skills such as professional etiquette, communications, and networking. The second part focuses on the research and writing of an academic research paper and presentation related to the internship. Students will be graded on the academic work produced in this course.

**Desired Outcomes**
- Students will be able to analyze and explain their internship site, including its mission, structure, policies, and the local, regional and international contexts in which it operates.
- Students will explore career options and reflect upon their academic and professional aspirations.
- Students will be able to use theoretical constructs to view organizations and better understand and evaluate the complex nature of the workplace in the U.S. and Spain.
- Students will complete academic assignments that encourage a critical evaluation of the internship experience to better understand their intellectual and professional goals.
- Students will develop practical skills that will help them reach their career aspirations.
Assessment Components

Your course grade will consist of class participation, five assignments, and a final research proposal, paper, and presentation.

Failure to submit or fulfill any required course component will result in failure of the class, regardless of grades achieved in other assignments.

Grading Policy

Class participation: 10%
You are expected to complete all readings and assignments and participate actively in all class discussions.

Five assignments: 50%
Each of the five assignments detailed in the weekly syllabus will be worth 10% of your course grade.

Research project and presentation: 40%
At the conclusion of the semester (May 5th), you will be expected to turn in a 6 to 8 page paper. This will be based on a research question that you develop which links one or more of our classroom discussions with your internship experience. You will be required to submit a two-page proposal for your project by March 6th and have this approved by your instructor.

You will also be expected to deliver a ten-minute presentation (plus time for any questions) on either April 24th or May 5th summarizing your research project.

Statement on Provisions to students with disabilities

Academic accommodations are available for students with documented disabilities. Please contact the Moses Center for Students with Disabilities at 212-998-4980 or see their website (http://www.nyu.edu/life/safety-health-andwellness/students-with-disabilities.html) for further information.

Students with disabilities who believe that they may need accommodations in a class are encouraged to contact the Moses Center for Students with Disabilities at (212) 998-4980 as soon as possible to better ensure that such accommodations are implemented in a timely fashion. For more information, see Study Away and Disability.

Attendance Policy

Study abroad at Global Academic Centers is an academically intensive and immersive experience in which students from a wide range of backgrounds exchange ideas in discussion-based seminars. Learning in such an environment depends on the active participation of all students. And since classes typically meet once or twice a week, even a single absence can cause a student to miss a significant portion of a course. To ensure the integrity of this academic experience, class attendance at the centers is mandatory, and unexcused absences will be penalized with a two percent deduction from the student’s final course grade for every week's worth of classes missed. Students are responsible for making up any work missed due to absence. Repeated absences in a
course may result in harsher penalties including failure.

Unexcused absences affect students’ grades: In classes meeting once a week, a 2% deduction from the student’s final course grade occurs on the occasion of the first unexcused absence.

Absences are excused only for illness, religious observance, and emergencies.

**Illness:** For a single absence, students may be required to provide a doctor’s note, at the discretion of the Assistant Directors of Academics. In the case of two consecutive absences, students must provide a doctor’s note. Exams, quizzes, and presentations will not be made up without a doctor’s note.

**Religious Observance:** Students observing a religious holiday during regularly scheduled class time are entitled to miss class without any penalty to their grade. This is for the holiday only and does not include the days of travel that may come before and/or after the holiday. Students must notify their instructor and the Academic Office in writing via email one week in advance before being absent for this purpose. If exams, quizzes, and presentations are scheduled on a holiday a student will observe, the Assistant Directors, in coordination with the instructor, will reschedule them.

Please note: if you are unable to attend class, you are required to email your professors directly and notify them.

**Late Submission of Work**

Students will lose one letter grade per day for late assignments. The failure to submit or fulfill any required course component mentioned above will result in the failure of the class, regardless of the grades achieved on the other assignments.

**Plagiarism Policy**

At NYU, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community.

**Plagiarism:** presenting others’ work without adequate acknowledgement of its source, as though it were one’s own. Plagiarism is a form of fraud. We all stand on the shoulders of others, and we must give credit to the creators of the works that we incorporate into products that we call our own. Some examples of plagiarism:

- a sequence of words incorporated without quotation marks
- an unacknowledged passage paraphrased from another's work
- the use of ideas, sound recordings, computer data or images created by others as though it were one’s own
- submitting evaluations of group members’ work for an assigned group project which misrepresent the work that was performed by another group member
- altering or forging academic documents, including but not limited to admissions materials, academic records, grade reports, add/drop forms, course registration forms, etc.
using language translation software.

For further information, students are encouraged to check www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html

Required Text(s) in Print Form

Not applicable

Required Text(s) available via NYU Classes


Jim Carrey’s Maharishi University Commencement Speech: https://www.youtube.com/watch?v=V80-gPkpH6M.

Session 1
January 27th
FRIDAY

Introduction: The Study Abroad Experience

We will begin this session by introducing ourselves. Your instructor will then provide you with an overview of the course and his expectations. Finally, we will discuss this week’s readings in relation to your preliminary vision of the study abroad experience.

Required readings:


Assignment 1 is due on February 6th. Write a one-page paper explaining your expectations for study abroad, the course, and your internship. How do you believe they will help you individually, academically, and professionally?

Please send this assignment to: jasonxidias@nyu.edu. It should be written in Times New Roman, 12-font, and be double spaced.

Session 2
January 30th

From Dictatorship to Democracy: Spain and the European Union

In this session, we will talk about Spain’s political system and economy under Francisco Franco (1939-1975), and its legacy. Then, we will discuss how democracy and European Union membership have radically transformed the country.

Required readings:


Session 3
February 6th

The Labor Market and Workers’ Rights in the U.S. and Spain

In this session, we will compare the labor market and workers’ rights in the U.S. and Spain. We will discuss issues such as wages, the working schedule, vacation policies, sick days, health insurance, maternity and paternity leave, and pensions.
Required reading:

Recommended reading:

Assignment 1 is due today via email. Please send this to: jasonxidias@nyu.edu.

Session 4
February 13th
Spain’s New Four-Party Political System, the Labor Market, and Workers’ Rights
In this session, we will discuss the exhaustion of the post-Franco, two-party political system in Spain and the recent rise of two new parties, Podemos and Ciudadanos. This has created new opportunities to address key issues related to the labor market and workers’ rights. We will examine some of the key issues of debate at present, including unemployment, stable job creation, raising the minimum wage, and reforming a broken pension system.

Required readings:


Session 5
February 20th
Business Cultures and Professional Etiquette in the U.S. and Spain
In this session, we will compare and contrast business cultures and professional etiquette in the U.S. and Spain. We will address issues such as dress, punctuality, greetings, and workplace behaviors. In short, we will deal with the Dos and Don’ts of the workplace.

Required reading:

Assignment 2 is due next class. You will give a five-minute PowerPoint presentation about your internship site and responsibilities. This should include an explanation of the mission, structure, policies, and local, regional and international contexts in which your employer operates. Please send your presentation to: jasonxidias@nyu.edu.
Session 6
February 27th

Student Presentations: Internship Sites and Responsibilities

Today, students will give five-minute presentation about their internship sites and responsibilities. As part of this, you will discuss your employer’s mission, structure, policies, and the local, regional and international contexts in which it operates.

Assignment 2 is due today. Please send this to: jasonxidias@nyu.edu.

Assignment 3 is due next class. Bring an updated resume, and write a one-page cover letter for your dream job. Please also send these to: jasonxidias@nyu.edu.

Session 7
March 6th

Cover Letters, Resumes, and Emails: Part I

In this session, we will learn how to write effective cover letters, resumes, and professional emails, both for the U.S. and Spain.

Assignment 3 is due today. Please send this to: jasonxidias@nyu.edu.

Your two-page proposal for your final project is due next class. This should be written in Times New Roman, 12-font, and be double spaced. It should include your research question, methodology, and preliminary sources.

Session 8
March 13th

Cover Letters, Resumes, and Emails: Part II

In this session, we will continue to learn how to write effective cover letters, resumes, and emails, both for the U.S. and Spain. We will work with the documents you have prepared and provide feedback to improve these.

The two-page proposal for your final research project is due today. Please send this to: jasonxidias@nyu.edu.

Required Readings:

https://wagner.nyu.edu/files/careers/InterviewGuide.pdf

“Interviewing,” Harvard University, Office of Career Services,

“Interviewing.” Job and Internship Guide, University of California, Berkeley Career Center (6pp.),

Session 9
March 24th
FRIDAY

Job Interviews

In this session, we will learn what to do before, during, and after a job interview in order to maximize your chances of getting the job. Through simulations, we will formulate
persuasive answers to common interview questions.

Assignment 4 is due next class: Prepare a five-minute presentation on the most satisfying elements and biggest challenges thus far at your internship site. Also, discuss the most important cultural and business differences you have observed. Please send your presentation to: jasonxidias@nyu.edu.

Session 10
March 27th

Student Presentations: Cultural and Workplace Differences
In this session, students will give a five-minute presentation explaining their experiences at their internship site thus far. What have been the most satisfying elements? What have been the biggest challenges? What cultural and business differences have stuck out the most?

Assignment 4 is due today. Please send this to: jasonxidias@nyu.edu.

Required Readings/Videos:
Aristotle’s Ethos, Pathos, and Logos:
http://www2.isu.edu/success/writing/handouts/ethos_pathos_logos.pdf.

Martin Luther King’s “I Have A Dream” speech:
http://www.dailymotion.com/video/x833ml_martin-luther-king-i-have-a-dream-s_news.

Steve Jobs’ Stanford Commencement Address:

Jim Carrey’s Maharishi University Commencement Speech:
https://www.youtube.com/watch?v=V80-gPkpH6M.

Session 11
April 3rd

Great Communication
In this session, we will watch video-clips of great communicators and discuss what distinguishes them from the rest of the pack.

Assignment 5 is due next class. Choose one public figure who you believe was/is a great communicator. Write a two-page paper analyzing a talk or speech he/she has given and explain what distinguishes his/her communication skills. Please send this to: jasonxidias@nyu.edu. It should be written in Times New Roman, 12-font, and be double spaced. Also, include a short video-clip of this speaker that exemplifies your analysis.

Please bring your laptops next class.

Session 12
April 17th

Social Media and Professional Networking
In this session, we will discuss the most common social media tools used for professional networking. You will work in groups and evaluate each other’s LinkedIn profiles. We will draw conclusions about what works most effectively and what does not.
Assignment 5 is due today. Please send this to: jasonxidias@nyu.edu.

Next class, you will give a ten-minute presentation about your final project – discuss your research question, methodology, sources, and findings.

Session 13  
April 24th  
Student Presentations: Final Projects  
You will give a ten-minute presentation about your final project. This will include a discussion of your research question, methodology, sources, and findings.

Session 14  
May 5th  
FRIDAY  
Student Presentations: Final Projects  
You will give a ten-minute presentation about your final project. This will include a discussion of your research question, methodology, sources, and findings.

Your final projects are due today. Please send these to: jasonxidias@nyu.edu. They should be written in Times New Roman, 12-font, and be double spaced.