

SAMPLE SYLLABUS



Experiential Learning Seminar

SUMMER 2023

Course Code: NODEP-UA 9982/INDIV-UG 9050

Instruction Mode: In-person

If you are enrolled in this course 100% remotely and are not a Go Local/Study Away student for NYU Accra, please make sure that you've completed the online academic orientation via Brightspace so you are aware of site specific support structure, policies and procedures. Please contact Dr. Okai at nno211@nyu.edu if you have trouble accessing the Brightspace site.

Syllabus Last Updated on: 15/3/2023

Instructor Information

- Instructor office hours: Monday to Thursday, 9:00am – 4:00pm; and by appointment

Units earned

4 Credits

Course Details

- Meetings: Wednesday, 9:00am – 12:45pm GMT
- All times are GMT
- Location: Conference Room
- COVID-related details: In the interest of protecting the NYU Accra community, we are closely following CDC guidance around COVID-19 and adjusting our recommendations and policies accordingly. Your health and well-being is our top priority.
 - If you are attending in person, you will be assigned a seat on the first day and are expected to use that seat for the entire semester due to NYU COVID-19 safety protocol. Please note that you are expected to attend every class meeting in-person; however, this may change during the drop/add period if in-person student registration increases significantly or at any point during the semester if local COVID-19 regulations require additional physical distancing.
 - Additionally, in-person students will be split into cohorts who will attend sessions.

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Course Description

- As the academic component of the internship experience, this seminar will help students reflect critically on their internships as a way to further their individual academic and professional goals.
- This will include evaluating various aspects of the internship site such as its mission, approach, policies, and the local, regional and international contexts within which it operates.
- Students will be challenged to think analytically about their internships/ 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, communication, and networking, while the second part focuses on research and writing of an academic research paper and presentation related to the internship.
- The facilitation of this class will be very lively and will be in the form of presentations, discussions, and group activities.
- The class might have guest lectures during the semester to talk on issues related to the course syllabus and internships.

Course objectives:

Upon Completion of this Course, students will be able to:

- Complete a structured experiential learning experience with an organization in Ghana.
- Be able to use practical field based experience and theoretical constructs to analyze the Ghanaian and international workplace.
- Appreciate the salient features of labor laws and the challenges associated with their application from a comparative perspective.
- Appreciate contemporary workplace skills such as professional etiquette, communication, and networking.
- Gained self-confidence and adequately prepared to function effectively in any corporate setting.

Assessment Components

You are expected to attend class in person and submit all assignments.

Teaching & Learning Philosophy

The teaching and learning philosophy for this class is based primary on the Kolb's learning cycle

Required Texts

1. (https://www.researchgate.net/publication/276325475_Enhancing_NGO_Management_in_Ghana_An_Alternative_Approach)
2. <https://zambrut.com/factors-productivity/>
3. <https://www.aresearchguide.com/1steps.html>
4. James O. Mills. *Labor Laws*. Accra: Centre for Professional Development, 2014. Print.
5. <https://www.careermetis.com/reasons-why-you-should-share-personal-stories-with-colleagues/>

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Course Requirements

In order to facilitate the integration of workplace experience and classroom instructions, all students are expected to undertake a structured research project, which will consist of the following:

Research Proposal: Each student will submit a 1000-1500 word (3-5 page) research proposal around the mid-point of the semester and a Final Research Paper of 3000-4000 words (10-12 pages) at the end of the semester. The focus/format should be (a) Research Paper based on a thematic issue within which your internship organization operates in Ghana OR (b) An independent Research Paper based on your Ghanaian internship site institutional analysis

All written work will be completed in 12 point Times New Roman font, double-spaced, with 1-inch margins. **Your instructor will provide further details on the first day of class.**

Topics, Meeting Patterns and Assignments

Week/Date	Topic	Activity	Assignment / Due Date
[Week 1, 24 May]	Introduction. Walk through syllabus and expectation mapping.	Discussion	
[Week 2, 31 May]	The Ghanaian professional work ethics.	This session will address themes on cultural norms, dos and don'ts within the Ghanaian workspace. https://www.wikihow.com/Behave-at-Work	
[Week 3, 7 June]	Introduction to the Ghanaian Labor laws	Discussion	Assignment 1: Project a slide presentation to introduce the class to your internship site; what they do; your responsibilities; introduce your supervisor; and why you think the internship will meet your career aspirations (7 slides). Due 13 June.
[Week 4, 14 June]	Presentation of Assignment 1	Students to share their screens during the presentations	
[Week 5, 21 June]	Communicating/networking in a new cultural workspace: Applying emotional intelligence to the Ghanaian internship experience	This session will look at how you can maximize the utility of your Ghanaian internship, while navigating the challenges posed by cultural issues and work colleagues.	Assignment 2 Based on your internship experience so far, write a 2-page paper to highlight the possible challenges and solutions. Due 27 June See. Assigned reading 1 and 2
[WEEK 6, 28 June]	Introduction to Internship based research		

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[WEEK 7, 5 July]	1. The Concept of team work 2. Choosing the research topic	Discussion	Assignment 3 indicate 5 research topics and give reasons for choosing them (5 slides). Due 11 July
[Week 8, 12 July]	Presentation of Assignment 3; and Writing the Research Proposal	Discussion/ A practical session on proposal writing	Assignment 4 Write a 3-5 page research proposal (1000-1500 words). Due 18 July
[Week 9, 19 July]	Research ethics/ Writing the mandatory research paper	This session will introduce the class to strategies for writing the mandatory research.	Final Research Paper Due 2 Aug
[Week 10, 26 July]	Reflective experience sharing/Presentation of findings	Group Discussion (See assigned reading 5)	
[Week 11, 2 Aug]	Final Research Paper Due		

Note: Aspects of this course syllabus might change during the semester

Classroom Etiquette

To optimize the experience in a blended learning environment, please consider the following:

- Please do not eat during class and minimize any other distracting noises (e.g. rustling of papers and leaving the classroom before the break, unless absolutely necessary).
- Make sure to let your classmates finish speaking before you do.
- Students should be respectful and courteous at all times to all participants in class.

Academic Policies

Grade Conversion

Letter Grade	Points	Percent
A	4.00	94%-100%
A-	3.67	90% – 93%
B+	3.33	87% - 89%
B	3.00	84% - 86%
B-	2.67	80% - 83%
C+	2.33	77% - 79%

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Letter Grade	Points	Percent
C	2.00	74% - 76%
C-	1.67	70% - 73%
D	1.00	65% - 69%
F	.00	65 or lower

The grade for this course will be determined according to the following formula:

Assignments/Activities	% of Final Grade
Class Attendance and participation	15
Class Assignments and presentations	35
Research Proposal	10
Final Research Paper	30
Final Presentation of Research Paper	10

Attendance Policy

Studying 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, or online through NYU Brightspace if the course is remote synchronous/blended, is expected promptly when class begins. Attendance will be checked at each class meeting. If you have scheduled a remote course immediately preceding/following an in-person class, you may want to write to nno211@nyu.edu to see if you can take your remote class at the Academic Center.

As soon as it becomes clear that you cannot attend a class, you must inform your professor and/or the Academics team by e-mail immediately (i.e. before the start of your class). Absences are only excused if they are due to illness, Moses Center accommodations, religious observance or emergencies. Your professor or site staff may ask you to present a doctor's note or an exceptional permission from an NYU Staff member as proof. Emergencies or other exceptional circumstances that you wish to be treated confidentially must be presented to staff. Doctor's notes must be submitted in person or by e-mail to the Academics team, who will inform your professors.

Unexcused absences may be penalized with percent deduction from the student's final course grade for every week's worth of classes missed, and may negatively affect your class participation grade. Four

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unexcused absences in one course may lead to a Fail in that course. Being more than 15 minutes late counts as an unexcused absence. Furthermore, your professor is entitled to deduct points for frequently joining the class late.

Exams, tests and quizzes, deadlines, and oral presentations that are missed due to illness always require a doctor's note as documentation. It is the student's responsibility to produce this doctor's note and submit it to site staff; until this doctor's note is produced the missed assessment is graded with an F and no make-up assessment is scheduled. In content classes, an F in one assignment may lead to failure of the entire class.

Regardless of whether an absence is excused or not, it is the student's responsibility to catch up with the work that was missed.

Final exams

Final exams must be taken at their designated times. Should there be a conflict between your final exams, please bring this to the attention of the Academics team. Final exams may not be taken early, and students should not plan to leave the site before the end of the finals period.

Late Submission of Work

- (1) Work submitted late receives a penalty of 2 points on the 100 point scale for each day it is late (including weekends and public holidays), unless an extension has been approved (with a doctor's note or by approval of NYU SITE Staff), in which case the 2 points per day deductions start counting from the day the extended deadline has passed.
- (2) Without an approved extension, written work submitted more than 5 days (including weekends and public holidays) following the submission date receives an F.
- (3) Assignments due during finals week that are submitted more than 3 days late (including weekends and public holidays) without previously arranged extensions will not be accepted and will receive a zero. Any exceptions or extensions for work during finals week must be discussed with the Site Director.
- (4) Students who are late for a written exam have no automatic right to take extra time or to write the exam on another day.
- (5) Please remember that university computers do not keep your essays - you must save them elsewhere. Having lost parts of your essay on the university computer is no excuse for a late submission.

Academic Honesty/Plagiarism

As the University's policy on "[Academic Integrity for Students at NYU](#)" states: "At NYU, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. By accepting membership in this community, students take responsibility for demonstrating these values in their own conduct and for recognizing and supporting these values in others." Students at Global Academic Centers must follow the University and school policies.

NYU takes plagiarism very seriously; penalties follow and may exceed those set out by your home

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school. Your lecturer may ask you to sign a declaration of authorship form, and may check your assignments by using TurnItIn or another software designed to detect offences against academic integrity.

The presentation of another person's words, ideas, judgment, images, or data as though they were your own, whether intentionally or unintentionally, constitutes an act of plagiarism. It is also an offense to submit work for assignments from two different courses that is substantially the same (be it oral presentations or written work). If there is an overlap of the subject of your assignment with one that you produced for another course (either in the current or any previous semester), you **MUST** inform your professor.

For guidelines on academic honesty, clarification of the definition of plagiarism, examples of procedures and sanctions, and resources to support proper citation, please see:

[NYU Academic Integrity Policies and Guidelines](#)

[NYU Library Guides](#)

Inclusivity Policies and Priorities

NYU's Office of Global Programs and NYU's global sites are committed to equity, diversity, and inclusion. In order to nurture a more inclusive global university, NYU affirms the value of sharing differing perspectives and encourages open dialogue through a variety of pedagogical approaches. Our goal is to make all students feel included and welcome in all aspects of academic life, including our syllabi, classrooms, and educational activities/spaces.

Attendance Rules on Religious Holidays

Members of any religious group may, without penalty, excuse themselves from classes when required in compliance with their religious obligations. Students who anticipate being absent due to religious observance should notify their lecturer and the NYU Accra Academics Office in writing via e-mail one week in advance. If examinations or assignment deadlines are scheduled on the day the student will be absent, the Academics Office will schedule a make-up examination or extend the deadline for assignments. Please note that an absence is only excused for the holiday but not for any days of travel that may come before and/or after the holiday. See also [University Calendar Policy on Religious Holidays](#)

Pronouns and Name Pronunciation (Albert and Zoom)

Students, staff, and faculty have the opportunity to add their pronouns, as well as the pronunciation of their names, into Albert. Students can have this information displayed to faculty, advisors, and administrators in Albert, the NYU Home internal directory, as well as other NYU systems. Students can also opt out of having their pronouns viewed by their instructors, in case they feel more comfortable sharing their pronouns outside of the classroom. For more information on how to change this information for your Albert account, please see the [Pronouns and Name Pronunciation website](#).

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Students, staff, and faculty are also encouraged, though not required, to list their pronouns, and update their names in the name display for Zoom. For more information on how to make this change, please see the [Personalizing Zoom Display Names website](#).

Moses Accommodations Statement

Academic accommodations are available for students with documented and registered disabilities. Please contact the Moses Center for Student Accessibility (+1 212-998-4980 or mosescsd@nyu.edu) for further information. Students who are requesting academic accommodations are advised to reach out to the Moses Center as early as possible in the semester for assistance. Accommodations for this course are managed through NYU Accra.

Bias Response

The New York University Bias Response Line provides a mechanism through which members of our community can share or report experiences and concerns of bias, discrimination, or harassing behavior that may occur within our community.

Experienced administrators in the Office of Equal Opportunity (OEO) receive and assess reports, and then help facilitate responses, which may include referral to another University school or unit, or investigation if warranted according to the University's existing Non-Discrimination and Anti-Harassment Policy.

The Bias Response Line is designed to enable the University to provide an open forum that helps to ensure that our community is equitable and inclusive.

To report an incident, you may do so in one of three ways:

- Online using the [Web Form \(link\)](#)
- Email: bias.response@nyu.edu
- Phone: 212-998-2277
- 030 276 1528