Course Title

Internship Seminar and Field Work

Course Number
NODEP-UA.9982002 / INDIV-UG.9100001

Fall 2015

Syllabus last updated on: 3-Aug-2015

Instructor Contact Information
Dr. Heinke Fabritius
fabritiush@nyu.edu

Course Details
Monday, 7:00 pm to 9:45pm
NYUB, Room tbc

Prerequisites
Prior application required

Units earned
4

Course Description
This course will be the academic component of your internship experience. You will use the seminar to reflect critically and analytically on your internship as a way to further your academic goals. You will be asked to evaluate various aspects of your internship site, including but not limited to its mission, approach, policies, and the local, regional and international contexts in which it operates. You will also be asked to reflect critically on the state of the contemporary workplace and on ourselves as workers. You will be graded on the academic work produced in this course.

Desired Outcomes
● Student will be able to articulate, apply, and analyze their internship site, including its mission, structure, policies, and local, regional and international contexts in which it operates.
● Student will explore career options and reflect upon their academic and professional aspirations.
● Student will be able to use theoretical constructs to view organizations and better understand and evaluate the complex nature of the workplace in Germany.
● Students will gain self-understanding, self-confidence, and interpersonal skills regarding academic and career trajectories.
Students will complete academic assignments that encourage critical evaluation of the internship experience to better understand their intellectual and professional goals.

Assessment Components

Attendance and Participation (20%): As this course is taught as a seminar, your active, informed, and thoughtful class discussion is expected. All assigned readings must be completed before the date for which it is assigned; please come to class ready to participate in the discussion. The success of this course is dependent upon students’ preparedness to engage with the course material, ability to connect course material to their internship experiences and their own personal and professional goals. In other words, the success of this course depends on you. NYU

Classes Postings (20%): Students are expected to post a 150–250 word response to the week’s readings and their internship experience. Discussion board postings are due by 3:00 p.m. the day before class. Prompts are provided each week in the syllabus.

Reflection Papers (20%): There will be two, three-page (750 words) reflection papers throughout the semester.
- The first paper will focus on your organization’s mission, purpose, culture, and environment (Due: September 25th, 2015, uploaded to NYU Classes before the start of your class that evening).
- The second paper will focus on research questions related to your internship; these questions will guide the research and writing of your final paper (Due: November 2nd, 2015, uploaded to NYU Classes by midnight).

Final Paper and Presentation (40%): At the conclusion of the semester, students are expected to write a six to eight (6-8) page (1500-2000 word) paper through the lens of the issues presented in this course and complemented by your research questions. Students will develop a research question related to their internship site and using the tools/lenses of the semester with outside resources, will analyze and study one specific aspect of their internship site. We will discuss this assignment thoroughly in class. Each student will be expected to give a related presentation at the end of the semester. The final paper and presentation count for a combined 40% of the seminar grade.

In addition, to pass the course, a student must receive at least a passing grade in each area, as well as maintain attendance at his or her placement.

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

Assessment Expectations

Grade A: The student makes excellent use of empirical and theoretical material and offers well-structured arguments in his/her work. The student writes comprehensive essays / answers to exam questions and his/her work shows strong evidence of critical thought and extensive reading.
Grade B: The candidate shows a good understanding of the problem and has demonstrated the ability to formulate and execute a coherent research strategy.

Grade C: The work is acceptable and shows a basic grasp of the research problem. However, the work fails to organize findings coherently and is in need of improvement.

Grade D: The work passes because some relevant points are made. However, there may be a problem of poor definition, lack of critical awareness, poor research.

Grade F: The work shows that the research problem is not understood; there is little or no critical awareness and the research is clearly negligible.

Grade Conversion
Your instructor may use one of the following scale of numerical equivalents to letter grades:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>F</td>
<td>below 65</td>
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<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>D</td>
<td>65-66</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
</tbody>
</table>

Alternatively:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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<tr>
<td>C-</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>F</td>
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Attendance Policy
Participation in all classes is essential for your academic success, especially in NYU Berlin's content courses that, unlike most courses at NYU NY, meet only once per week in a double-session for three hours. Your attendance in both content and language courses is required and will be checked at each class meeting. As soon as it becomes clear that you cannot attend a class, you must inform your professor by e-mail immediately. Absences are only excused if they are due to illness, religious observance or emergencies. If you want the reasons for your absence to be treated confidentially and not shared with your professor, please approach NYUB's Director or Wellness Counselor. Your professor or NYUB's administration may ask you to present a doctor's note or an exceptional permission from the Director or Wellness Counselor.

Unexcused absences affect students' grades: In content courses each unexcused absence (equaling one week's worth of classes) leads to a deduction of 2% of the overall grade and may negatively affect your class participation grade. Three unexcused absences in one course may lead to a Fail in that course. In German Language classes three (consecutive or non-consecutive) unexcused absences (equaling one week's worth of classes) lead to a 2% deduction of the overall grade. Five unexcused absences in your German language course may lead to a Fail in that course. Furthermore, faculty is also entitled to deduct points for frequent late arrival to class or late arrival back from in-class breaks. Being more than 15 minutes late for class counts as an unexcused absence. Please note that for classes involving a field trip or other external visit, transportation difficulties are never grounds for an excused absence. It is the student's responsibility to arrive at the announced meeting point in a punctual and timely fashion.
Exams, tests, deadlines, and oral presentations that are missed due to illness require a doctor's note as documentation. It is the student's responsibility to produce this doctor's note; until this doctor's note is produced the missed assessment is graded with an F. In content classes, an F in one assignment may lead to failure of the entire class.

**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 because of any religious observance should notify the Director or Assistant Director for Academics in advance of the anticipated absence. If examinations or assignment deadlines are scheduled on the day the student will be absent, the Director or Assistant Director will reschedule a make-up examination or extend the deadline for assignments.

**Late Submission of Work**
(1) Written work due in class must be submitted during the class time to the professor.

(2) Late work should be submitted **in person** to the instructor or to the Assistant Director for Academics, who will write on the essay or other work the date and time of submission, in the presence of the student. Another member of the administrative staff may also personally accept the work, and will write the date and time of submission on the work, as above.

(3) Unless an extension has been approved, work submitted late receives a penalty of 2 points on the 100 point scale for each day it is late.

(4) Without an approved extension, written work submitted more than 5 weekdays following the session date fails and is given a zero.

(5) End of semester essays must be submitted on time.

(6) Students who are late for a written exam have no automatic right to take extra time or to write the exam on another day.

(7) 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.

**Plagiarism Policy**
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. Proper referencing of your sources avoids plagiarism (see as one possible help the NYU library guide to referencing styles: [http://nyu.libguides.com/citations](http://nyu.libguides.com/citations)).

NYUB takes plagiarism very seriously; penalties follow and may exceed those set out by your home school. All your written work must be submitted as a hard copy AND in electronic form to the instructor. Your instructor may ask you to sign a declaration of authorship form.

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.

Required Text(s)


Personalized readings for each student. To be discussed individually with the course instructor and his/her personal internship supervisor.

Supplemental Text(s) (not required to purchase)
None

Internet Research Guidelines
To be discussed in class.

Additional Required Equipment
None

Session 1 – 31 Aug 2015

INTRODUCTION
Full-class session

Presentation of aims and expectations for this course
Assignments / Grading / EasyBib (bibliographic account) / Placements

Session 2 – 14 Sep 2015

ONE-ON-ONE MEETING (1)
Individual student meetings with their internship supervisor:

Getting informed about the specific expectations, the workplace environment and/or ideas for the final project

Session 3 – 25 Sep 2015

UNDERSTANDING GERMAN BUSINESS CULTURE
Full-class session
Students will give a first feedback about their placement experiences and present the work they have done to their classmates. One common question to be tackled is how these experiences aid us in better understanding the expectations of German workplace environments. - This part of the session will be held in German.

Discussion of selected chapters in:

Students submit a written progress report to their internship supervisors (1st informal writing) within one week.

**Session 4 – 12 Oct 2015**

**ONE-ON-ONE MEETING (2)**
Individual student meetings with their internship supervisors:

Discussion of the 1st informal writing paper and/or exchange of ideas connected to research and the methodological preparation of the final project. Discussion about how to best use the resources the placement has to offer.

Students work on their EasyBib (bibliographic account)

**Session 5 – 2 Nov 2015**

**COLLOQUIUM ON FINAL PROJECTS IDEAS**
Full-class session

Students will begin to elaborate their plans for the final project: 15-minute presentation of their planned work (possible sources, method).

Students submit a written abstract about the structure of their final project paper to their internship supervisors (2nd informal writing) within one week.

**Session 6 – 9 Nov 2015**

**ONE-ON-ONE MEETING (3)**
Individual student meetings (with personal internship supervisor):

Discussion of the 2nd informal writing paper / structure and objective of the final project paper / embedding the individual topic into the relevant academic discourse

**Session 7 – 7 Dec 2015**

**FINAL PROJECT PRESENTATIONS**
Full-class session

Students will present their final projects; in-class presentations of about 15 minutes. The session will offer students an opportunity to share the ideas for their final projects with their classmates and to discuss crucial points/arguments of their work. Students should also present some basic ideas of their work in German. These parts of the discussion will be held in German.

The presentation will be followed by the submission of the final project and the EasyBib (bibliographic account) on May 19th.

Session 8 – 14 Dec 2015

FINAL DISCUSSION
Full-class session

A final discussion will be held about the seminar and the specific placement experiences.

Final Project Papers due: 12–15 pages (4000-5000 words or the equivalent in another medium, when appropriate). Please bring one paper copy to the NYU Academic Centre Coordinator’s Office and mail one electronic copy to me as well as to your personal internship director.

Classroom Etiquette
No eating during class.

Required Co-curricular Activities
To be discussed in class.

Suggested Co-curricular Activities
None

Research with Human Subjects

If you plan to employ personal interviews in your course work that may potentially become part of a larger public or published work, please review the NYU website for the Use of Human Subjects in Research http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/about0.html

Be sure to read the first two points of the FAQs http://www.nyu.edu/research/resourcesand-support-offices/getting-started-withyourresearch/human-subjects-research/faqs.html
Your Instructor

Dr. Heinke Fabritius is an art historian living in Berlin. She obtained her doctoral degree from Technical University (TU Berlin) in 2006. Her work is dedicated to Central European Art from the 19th and 20th centuries, especially focusing on Romanticism, Cubism and Contemporary Art after 1989. As a researcher, she is interested in questions of artistic creativity and drawing processes. Her historical work relates to the fields of imagology, history painting, and the Underground of the 1970's and 1980's. Most recently her research is dedicated to the avant-gardes in Eastern Europe. Before teaching for NYU Berlin, Heinke Fabritius has worked as a lecturer for Humboldt-University Berlin, the University of Leipzig and for the Kunsthochschule Berlin.