

SEATTLE CENTRAL COMMUNITY COLLEGE

Cooperative Education/Travel-Study

**COURSE SYLLABUS****COURSE TITLE:** INTERNATIONAL COOPERATIVE EDUCATION**COURSE NUMBER:** ITL 197**CREDITS:** 5 credits (quarter hour credits)

Please verify acceptance of these credits at your home college/university prior to enrollment. (These credits are considered electives for Washington State students.)

**FEES:** Please refer to website: [www.seattlecentral.edu/coop](http://www.seattlecentral.edu/coop)  
Click on Travel/Language Study and Policies & Procedures  
(Course fee subject to change)

**PREREQUISITES:** None**REQUIRED TEXTS/SUPPLIES:** None**COURSE DESCRIPTION:**

This course provides students with an opportunity to earn academic credit for work experience or volunteer service in an international setting. It provides for both personal and professional growth and is intended for students who desire to expand their educational experiences beyond the traditional classroom setting by working directly within another culture. It engages students in meaningful work experiences, or in responsible and challenging volunteer activity for the common good, while helping them gain understanding, acquire knowledge, and develop the necessary skills for living in a globally interdependent and culturally diverse world. In addition to working or volunteering, students may elect to attend language school (optional) to improve foreign language proficiency. Supplemental assignments offer opportunities for research and reflection of experiences. NOTE: Job/internship/volunteer time and language school attendance must be verified.

Seattle Central Community College is fully accredited by the Northwest Commission on Colleges and Universities.

**COURSE OBJECTIVES:**Students will:

1. Examine differences and similarities in the workplace environment, and expand knowledge and understanding of traditions and customs of different cultures, by working or volunteering in an international setting.
2. Improve foreign language proficiency by attending language school. (Optional)
3. Analyze and summarize insights gained from the work experience or service.
4. Improve cross-cultural communication and interpersonal skills through an internship or volunteer activity.

**STUDENT OUTCOMES:**

Upon completion of this course, participants will be able to:

1. Work productively in an organization in the host country.
2. Convey the differences in organizational culture of the American system vs. the host country through journal entries and final report.
3. Recognize ethnic, cultural, political, and economic diversity in the host country through journal entries.

**INSTRUCTOR:** To be determined

**AMERICAN DISABILITY ACT:**

If you need course adaptations or accommodations because of a disability, if you have medical information to share with your instructor, or if you need special arrangements, contact your instructor as soon as possible.

**INSTRUCTOR'S EDUCATIONAL PHILOSOPHY:**

Experiential education is but one tool to help nurture the learning desire of undergraduate students. Course participants will describe themselves and their experiences, if appropriate, as members of the global community, and will value the views of diverse peoples, cultures, places, etc.

**METHOD OF INSTRUCTION:**

1. This course meets electronically or by mail, phone, or fax. There is no physical site or classroom.

**OVERVIEW OF COURSE CRITERIA/ASSIGNMENTS:**

## 1. REQUIRED HOURS

Option 1:

66 hours of job, internship or volunteer hours. Student must provide verification of hours.

40 hours of language school attendance. Student must provide verification. (Written evidence documenting at least 40 formal hours of language instruction. Submit photocopy to verify instruction hours and grade and/or level of completion. Possible sources of evidence include certificate/award of completion, letter from school dean or language immersion coordinator, grade card, or official transcript, along with photocopies of airline, passport, and lodging receipts.)

**OR**Option 2:

99 hours of job, internship or volunteer hours. Student must provide verification of hours. (Please note: Contact the Travel/Study Office if your study abroad program does not provide the required amount of hours. It may be possible to substitute additional assignments in lieu of hours.)

2. A DAILY JOURNAL must be maintained during the work experience/service period. This analytical journal should detail activities comparing and contrasting (where applicable) significant differences in the workplace between the United States and the host country. It is to contain thoughts, observations and insights on the job/internship/volunteer experience. Participants will document learning experiences, which occurred as a result of various activities. The journal can also include geographical points of interest, historic or cultural sites visited, leisure-time activities, and specific cultural traits noted. Students will use their journals to prepare the final report.
3. FINAL REPORT (see attached guidelines) of insights gained from this international work experience or service.
4. Completed International Internship/Volunteer Contract and Release Form.

**CALENDAR/SCHEDULE:**

Students may enroll anytime. All course requirements must be submitted by the due date specified by the instructor.

**FEEDBACK TO STUDENT/COURSE POLICIES:**

Daily Journal (30 points): Evaluation criteria includes, but is not limited to, clearly presented observations, creative thought and imagination and appropriateness.

Final Report (70 points); Evaluation criteria includes, but is not limited to, format, content appropriateness, organization skills, and analysis of topic.

### GRADING STRUCTURE:

A	4.0 - 3.9	Excellent	90+ points
A-	3.8 - 3.5		
B+	3.4 - 3.2		
B	3.1 - 2.9	High	83 - 89 points
B-	2.8 - 2.5		
C+	2.4 - 2.2		
C	2.1 - 1.9	Average	70 - 82 points
C-	1.8 - 1.5		
D+	1.4 - 1.2		
D	1.1 - 0.9	Minimum	43 - 69 points
D-	0.8 - 0.7		
E	0.0	Failure	0 - 42 points

Note: Seattle Central Community College awards numerical grades.

### EVALUATING OUTCOMES AND ASSESSMENT FORMS:

Upon course completion, a questionnaire will be sent to each enrollee to determine whether this "self-guided" and "self-paced" aspect of learning met with their needs and approval. It will ask how valuable the course was to them in this manner, what they felt was missing, and what portion of this course was the most helpful to them in their educational plans.

### HONOR SYSTEM:

It is expected that each student will prepare his or her own assignments and that any assignments submitted will be the sole work of the student.

Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated.

Violation of these rules will be considered **Misconduct** under the student code WAC 132-F-120-110. Students suspected of misconduct will be referred to the Dean of Student Development Services. Students found guilty of misconduct will forfeit all fees and credit will be denied.

### GENERAL INFORMATION:

Terms of Enrollment: Enrollment in travel/language courses does not constitute admission to the college. Students who are not attempting to earn a degree or certificate are registered as non-matriculated students.

Time Limitations: Students have two quarters to complete courses and will receive a "Y" (on-going) grade on grade reports until all coursework is completed. One extension (for one additional – or 3<sup>rd</sup> – quarter) will be granted at a cost of \$50/extension. (Please note: The "Y" will remain on transcripts if students do not complete courses.)

Please note: Seattle Central is on a quarter system. Approximate dates are as follows:

Summer:	Last week in June through mid-August
Fall:	Last week in September through mid-December
Winter:	First week in January through March
Spring:	First week in April through mid-June

Refund Policy: To receive a refund, a student must submit a written request (mailed, e-mailed, or faxed) to the Cooperative Education Office. No refunds will be given once the quarter officially ends. Please note: If you are taking two quarters to complete coursework, no refunds will be granted during the second quarter.

Final Grade/Transcripts: If you receive a "Y" for your course, the Cooperative Education Office will submit a grade change to the Registrar's office as soon as the grade is received from the instructor.

To request an official or unofficial transcript of grades, students should call (206) 587-3805 (8:00 am - 4:30 pm, Pacific Standard Time). The fee for official transcripts is \$3.00 per copy. Unofficial transcripts are available at no cost to the student.

Change of Name/Address: Students are responsible for providing current contact information to the Cooperative Education Office. Delivery of mail to the last address on record constitutes official notification to students.

#### **FOR ADDITIONAL INFORMATION, CONTACT:**

Cooperative Education & Travel/Study  
SEATTLE CENTRAL COMMUNITY COLLEGE  
1701 Broadway, BE1103  
Seattle, WA 98122  
(206) 587-6998  
(206) 287-5529  
kakato@sccd.ctc.edu  
www.seattlecentral.edu/coop

Seattle Community College District VI reserves the right to make any changes in procedures without notice. In addition, the College District reserves the right to cancel courses or change fees at any time without notice.

## **INTERNATIONAL INTERNSHIP/VOLUNTEER SERVICE**

Seattle Central Community College  
Cooperative Education Program

If you are working or interning abroad, please use the Final Report: Work Experience/Internship guidelines. If you are volunteering, please use the Final Report: Volunteer Activity guidelines.

### **FINAL REPORT: WORK EXPERIENCE/INTERNSHIP**

Submit a comprehensive report about your experience. Be as specific as possible, detailing the following:

#### Company/Organization Description

1. Description of organization (what they do (products or services), location, number of employees, physical facilities, etc.).
2. Brief history of the organization (include when, where and how it began).
3. The organization's mission statement (formal or informal).
4. What population(s) is served by this organization?
5. How is this organization funded (if a non-profit)?
6. Other information you feel is relevant.

#### Description of Work/Internship Activity

1. Describe the tasks and responsibilities you performed as an employee/ intern.
2. Describe the nature and extent of your contact with local citizens and with American or other international students.

#### Self-evaluation/Reflection

1. How you acquired and why you chose this experience.
2. The duration of your experience.
3. Skills (technical and interpersonal) you brought to the experience.
4. New skills (technical and interpersonal) that were developed/improved as a result of your experience.
5. In what way has this experience been of value to you in terms of your future career/employment goals?

6. What changes (personal, career or employment-related) will you make as a result of this experience?
7. The personal benefit(s) or value(s) you have realized from your experience.
8. Your evaluation of how well you performed your duties and responsibilities. Cite factors you considered and used in your evaluation.
9. How would you have prepared yourself differently for this experience?
10. Would you recommend this site to other students?
11. Other information you feel is relevant.

### Organizational Culture

1. Describe the organizational culture of your host company/agency. Consider the following as you prepare this section of your report:

Purpose/mission	(What is the organization trying to achieve? Why does it exist? Does the organization have a stated mission? Does the organization have a clearly outlined strategy? Is the organization entrepreneurial or bureaucratic?)
Philosophy	(How does the organization conduct business? What parameters are placed on the strategies used to achieve its goals?)
Values	(What is important to the organization? What beliefs exist?)
Structure	(This refers to the reporting structure/hierarchy, channels of communication, accountability, protocol?)
Management	(How are employees managed? Is it an autocratic or democratic environment?)

### Workplace Comparison

1. If there is a written mission statement, what is your personal perception versus the written statement?
2. What are the main differences between the U.S. workplace and your host country? The following are examples:
  - a. Management style
  - b. Communication (Do employees talk openly and freely or are lines of communication formal? Does management interact with staff?)
  - c. Ethical standards
  - d. Behavioral expectations
  - e. Attitudes of employees
  - f. Organizational politics

- g. Employee work ethic
  - h. Dress code
  - i. Application/interview process
  - j. Career progression (seniority or results-based)
  - k. Employee benefits package
3. What is similar about the two systems?
  4. Does your host country have discrimination and sexual harassment laws?
  5. What role, if any, does cultural diversity play in your host country?
  6. Is there affirmative action in your host country?

### Requirements

Your faculty coordinator or the Cooperative Education Office will determine the length of your report. You should address each item. Reports must be typed (double spaced) with a cover page, which includes your name, course number, quarter enrolled and the name of your faculty coordinator.

### Evaluation Criteria/Grading

Our expectation is that the report you submit is of college-level quality. Your report will be evaluated using the following criteria:

1. Content/clarity of expression
2. Organization/completeness
3. Grammar, punctuation, sentence structure and spelling

## **INTERNATIONAL INTERNSHIP/VOLUNTEER SERVICE**

Seattle Central Community College  
Cooperative Education Program

### **FINAL REPORT: VOLUNTEER ACTIVITY**

Submit a comprehensive report about your experience. Be as specific as possible, detailing the following:

#### Agency/Organization Description

1. Description of organization (what they do, services they provide), location, number of employees, physical facilities, funding source, etc.
2. Brief history of the organization (include when, where and how it began).
3. The organization's mission statement (formal or informal).
4. What issue is being addressed or what population is being served?
5. Other information you feel is relevant.

#### Description of Volunteer Activity

1. Describe your volunteer activity (tasks and/or responsibilities).
2. How did your volunteer activity benefit the community that you served?
3. What did you learn about the people/community that you served?
4. What would you like to learn more about related to this activity or issue?

#### Self-evaluation/Reflection

1. How you acquired and why you chose this experience.
2. The duration of your experience.
3. Skills (technical and interpersonal) you brought to the experience.
4. New skills (technical and interpersonal) that were developed/improved as result of your experience.
5. In what way has this experience been of value to you in terms of your future goals?
6. What changes (personal, career or employment-related) will you make as a result of this experience?
7. The personal benefit(s) or value(s) you have realized from your experience.

8. Your evaluation of how well you performed your duties and responsibilities. Cite factors you considered and used in your evaluation.
9. Was this experience what you expected?
10. What were the best and worst aspects of the experience?
11. How would you have prepared differently for this experience?
12. Would you recommend this activity to other students? Please explain.
13. Other information you feel is relevant.

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