



## INTERNSHIP COURSE SYLLABUS

**INSTRUCTOR:** Mr. Zalman Gordon  
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The Internship Program features directed work-study experiences related to the academic or vocational interests of the student. The program is coordinated by a member of the International School faculty along with on-site supervisors who hold academic or professional credentials. Internships involve either 10 or 15 hours of work per week at the internship site, and are worth either three or four academic credits.

We recommend that students consider attending the Intensive Ulpan session prior to the academic semester in order to improve their Hebrew, which will facilitate the internship experience.

### **COURSE OBJECTIVES**

- To complement and enhance the students' academic preparation.
- To acquire a better understanding of the professional demands and requirements of a particular career field.
- To develop specific knowledge about type of work that the sponsoring organization does, and to understand the daily operations, general tasks and various roles within the organization.
- To develop required skills and apply them in a professional setting.
- To learn about the social and cultural issues of Israel first-hand and reflect on how they impact the work of the organization.
- To encourage successful integration into an Israeli work-place environment.

### **COURSE REQUIREMENTS**

Please see course calendar for further details.

- Work the **assigned number of hours a week** at the internship site.
- Attend an **internship orientation meeting** at the beginning of the semester.
- Submit **weekly reports**.
- Participate in **mid-semester check-in meeting** and submit **written reflection** evaluating progress towards goals and analyzing the experience.
- Submit **End of Semester self-evaluation** using Goals and Objectives document and meet with site-supervisor to review the evaluation.
- Complete **assigned readings** during the semester.
- Select a relevant topic for a **10-15 page research paper** in consultation with Internship Coordinator.



## COURSE CALENDAR

### Before Semester Begins:

- Student submits internship application and identifies goals and learning objectives.
- Internship Coordinator locates appropriate internship site and notifies student.
- Student is responsible for obtaining pre-approval for the internship credit at his/her home university.

### During first two weeks of the semester in Haifa:

- Student attends Internship Orientation meeting.
- Student meets with Internship Coordinator and on-site supervisor to learn more about the internship site and discuss specific goals and objectives.
- Student signs Internship Contract.
- Student coordinates work schedule with Internship Supervisor. Any changes or absences must be approved in advance.

### During the Semester:

- Student submits a Weekly Report to the Internship Coordinator.
- Student completes academic or supplemental readings as assigned.
- Student attends a mid-semester check-in meeting and submits a written reflection evaluating progress towards goals and analyzing the internship experience.
- Student should maintain close contact with Internship Coordinator and report any concerns or problems as soon as they occur.

### End of Semester:

- Student completes a Self-Evaluation using his/her personal Goals and Objectives document to evaluate performance and assess learning.
- Internship Supervisor gives the student feedback on his/her performance in a one-on-one meeting. The supervisor also completes a written performance evaluation which is submitted to the Internship Coordinator.
- Student submits final research paper as instructed. Internship Coordinator grades the paper and submits a final grade for the course according to the grading scheme stated below.

### Grading:

- Performance at Internship Site (60%)
- Research Paper (20%)
- Goals and Objectives Documents and Weekly Reports (15%)
- Attendance at Internship Meetings (5%)



### **INTERNSHIP CONTRACT 2012-2013**

This document outlines the responsibilities and commitments of each party in the internship. Review the document carefully and sign below to indicate your agreement.

#### **STUDENT RESPONSIBILITIES**

- The student is performing this internship voluntarily and at their own initiative, risk, and responsibility. Upon successful completion of the requirements of the internship, the student will receive academic credits from the University of Haifa.
- Interns are expected to treat their responsibilities with utmost seriousness and fulfill their responsibilities as agreed upon. Absences need to be approved by the Site Supervisor and Internship Coordinator. Repeated unexcused absences will result in a lower grade.
- Interns are representing the University and the International School and are expected to conduct themselves in a professional manner. This includes adhering to the Internship Supervisor's expectations for work hours, professional appearance, promptness, confidentiality, etc.
- The internship is unpaid. The student is responsible for travel expenses incurred during the internship. Please note that internship sites are spread throughout the city of Haifa and travel-time to and from the site may not be counted towards the total internship hours.
- Due to the nature of the internship, a student may not withdraw from a placement except in serious and justifiable circumstances as determined by the Internship Coordinator in consultation with the internship site. Should a student withdraw from the University part-way through the semester, he/she will not have the opportunity to complete the internship credits.
- The student is responsible for communicating any concerns or problems to the Internship Coordinator promptly and will be asked to cooperate fully in achieving a positive resolution.

#### **INTERNSHIP COORDINATOR RESPONSIBILITIES**

- The Internship Coordinator identifies appropriate internship sites and creates a working relationship with the on-site supervisor.
- The Internship Coordinator arranges the initial meeting between the Intern and the Supervisor, and will often join the intern for this meeting.
- The Coordinator arranges the Internship Orientation meeting and mid-semester check-in meeting and assigns reading and reflection projects.
- The Coordinator reviews weekly reports from the Intern, and follows up on any concerns or problems to ensure appropriate resolution.
- The Coordinator grades the research paper and assigns the final grade in accordance with the guidelines in the syllabus.
- The Coordinator serves as a mediator and an advocate for the student in cases of conflict between the intern and site supervisor.



- In the case of serious concerns about an intern's conduct, the Coordinator, in consultation with the Academic Head of the International School or his designate, has the right to terminate a student's internship. If the internship is terminated due to conduct or performance reasons, the student will not receive a refund or partial credit.

### **INTERNSHIP SUPERVISOR RESPONSIBILITIES**

- The site supervisor is an experienced professional in his/her field, and is responsible for coordinating the student's activities at the host organization.
- The supervisor meets with the student to identify appropriate projects, determine specific responsibilities and activities, and set a work schedule.
- The supervisor provides an orientation to the host office and explains any relevant expectations, rules and standards of conduct.
- The supervisor communicates with the student on an on-going basis to discuss current performance and plan future assignments.
- The supervisor provides an hour of weekly one-on-one supervision to review goals and tasks, provide feedback and encourage reflection.
- The supervisor may assign readings on related topics.
- The supervisor completes evaluations of the intern's work, using forms provided by the International School



INTERNATIONAL SCHOOL INTERNSHIP CONTRACT

Please tear off this page, sign below and return this form to:

Zalman Gordon  
International School  
University of Haifa  
Haifa 31905  
Israel

I have reviewed the information outlined in the Internship Contract and Syllabus and understand my responsibilities and commitments to the course.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_