

**IBUS 370 Academic Internship
Loyola University Chicago
Vietnam Center**

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COURSE DESCRIPTION:

This course has several important objectives. One is to guide students to observe cultural differences and practices in the Vietnamese workplace, when compared to the American workplace. Another is to sharpen awareness and interpersonal skills for working in a multi-cultural environment. Specific activities, some online, will be devoted to investigate topics such as the differences between the job experience in the U.S. and in Vietnam, the current political and economic climate, unemployment rates, underemployment, the national legal frameworks, the structure and workflow of local companies, the impact of globalization on the economy, among others.

This course offers students at the Vietnam Center an opportunity to gain valuable professional experience as an intern in Vietnamese and international organizations and companies. Students will intern in a wide variety of placements, some of which may include:

- 1) Non-profit organizations
- 2) Private, foreign or Vietnamese owned companies
- 3) Educational institutions

LEARNING OUTCOMES:

- Students working in for-profit industries will acquire a basic knowledge of employment, work culture, the economy, and challenges and opportunities facing the workforce in Vietnam
- Students working in NGO's will learn about marginalized groups of people in Vietnam, and about what, if any, social safety net exists. They will also learn how to organize tasks and manpower in a non-profit organization.
- Students will develop skills in observation
- Student will be able to articulate and apply principles learned through observation, in and outside of the classroom.
- Students will be able to recognize and analyze cultural differences between the US and Vietnam
- Students will develop their professional skills within a real-life work environment.

The academic assignments are specifically designed with the intent to enrich the learning experience throughout the internship. Completion of assignments will encourage in-depth reflection of the internship experience, and help the student gain self-understanding, self-confidence, and interpersonal skills.

REQUIRED MATERIALS

Ashwill, Mark A. (2005) *Vietnam Today: A Guide to a Nation at a Crossroads*, Yarmouth, ME: Intercultural Press.

Barbuto, John and Daniel Wheeler (2007) "Becoming a Servant Leader: Do You Have What It Takes?", <<http://extensionpublications.unl.edu/assets/pdf/g1481.pdf>>

Gini, Al "Moral Leadership and Business Ethics," in *Ethics: The Heart of Leadership*, 2nd ed., edited by Joanne B. Cuilla, pp.25-43.
<<http://academic.udayton.edu/lawrenceulrich/LeaderArticles/MORAL%20LEADERSHIP.pdf>>

Liu, Shuang, ZalaVolčič, and Cindy Gallois (2015) *Introducing Intercultural Communication: Global Cultures and Context*, Los Angeles: Sage. (Chapters 1,3,4,5,7,8,10,11,13).

Lowney, Chris "Taking a Page out of the Jesuits' Book"
<<http://www.jesuit.ie/news/taking-a-page-out-of-the-jesuits-book/>>

Sweitzer, H. Frederick and Mary A. King, *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning*, 4th ed., Belmont, CA: Brooks/Cole, 2014.

MEANS OF ASSESSMENT

The final grade will be determined on the basis of the following criteria, and grades will be assigned according to the following scale:

Bi-Weekly Report	10%
Class participation and discussion	10%
The internship project	70%
Part #1 project	35%
Part #2 project	35%
On site attendance/Host evaluation	10%

C. (© minus) will be the minimum acceptable grade for university undergraduate requirements, such as the University Core Curriculum and the Values Across the Curriculum requirements.

BI-WEEKLY REPORT: Students will use their internship experiences and article readings to write constructive and analytical observations in their assigned *Bi-Weekly Report Form* below.

CLASS DISCUSSION/PARTICIPATION. The class will meet eight times throughout the semester, on Thursdays for 90 minutes, 1:00 PM - 2:30 PM. The meeting place will be the Loyola Vietnam Center (fourth floor meeting room). Please note the dates of the seminar sessions in the schedule below.

Each meeting class consists of (i) every student will present contents of his/her *Bi-Weekly Report Form*; (ii) the instructor and other students will discuss and answer questions/problems raised; (iii) the instructor summarize problems to be solved; (iv) students submit their *Bi-Weekly Report Form*.

In-class discussions provide an opportunity for fellow interns to collaboratively reflect on and explore in depth various topics relating to the professional work environment; learn about each other's internship sites and work-related projects; provide an opportunity for interns to synthesize and connect various theories and concepts to their experiences (i.e. effective communication, leadership, ethics in business, etc).

The internship project: The project divided into two parts

Part #1: At least on 4 pages A4 student will present (1) Vision, Objectives and Strategy of the

internship organization; (2) Analysis of its current business situation included: (i) introduction owners and stakeholders; (ii) organizational structure and human resources; (iii) describe product/service and its market; and (iv) its efficiency and effectiveness.

Part #2: At least on 4 pages A4 student will present (3) finding main problems that the internship organization has faced with; (4) finding differences between Vietnam and the US workplace; and (5) your recommendations to improve performance of the organization.

ON-SITE ATTENDANCE together with the performance **evaluation** by the site supervisor at the end of the semester will constitute 10% of the final grade.

NB: If a student is fired or less go from their internship, their grade will be lowered at the instructor's discretion.

ATTENDANCE POLICY

For the internship, the only absences allowed are those that are medically excused by a doctor's note. Remember that you will have to turn in your Presence sheet at the end of the semester along with your host evaluation.

Attendance at all class meetings is mandatory. For the purpose of grade calculation, each unexcused absence that a student accumulates will reduce her or his final grade by 2%.

CLASS ETIQUETTE

Students studying abroad are ambassadors for the Loyola University of Chicago and as such, should act with decorum and respect for others at all times. Food and drink may NOT be brought into the classroom or consumed during class. Cell phones and other electronic devices should be switched off upon entering the classroom or lecture room.

ACADEMIC INTEGRITY STATEMENT

Plagiarism or any form of academically dishonest behavior will result minimally in the instructor assigning the grade of "F" for the assignment. In addition, all instances of academic dishonesty will be reported to the Rome Center's Associate Director for Academic Affairs, who may constitute a hearing board to consider the imposition of additional sanctions, including a recommendation of expulsion, depending on the seriousness of the misconduct.

Familiarity by all students with Loyola University Chicago's Undergraduate Studies Catalogue section on Academic Integrity <http://www.luc.edu/academics/catalog/undergrad/>, will be assumed by the instructors.

CALENDAR OF INTERNSHIP COURSE

First week of classes: all internships begin. (Exceptions will be made only in case of documented illness)

Last week of classes: all internships end.

Mandatory class meetings will be held for 90 minutes, and specific dates are here indicated.

Week/Date	General	
Orientation 10 Jan -13 Jan		
One 14 Jan -20 Jan	Class meeting#1: Thurs Jan 17th, 1:00 - 2:30 PM Internship Field Experience	
Two 21 Jan -27 Jan	Internship Field Experience	
Three 28 Jan - 3 Feb	Class meeting#2, Thurs Jan 31, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #1 submit included: Reflection article: “Taking a Page out of the Jesuits’ Book”
Four 4 Feb - 10 Feb	Tet Holiday No class and no internship field experience	
Five 11 Feb -17 Feb	Class meeting #3: Thurs Feb 14th, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #2 submit.
Six 18 Feb -24 Feb	Mon-Tues Internship Field Experience Wed 24 Feb to Sun Feb 24 - Cambodia excursion	
Seven 25 Feb - 3 Mar	Class meeting #4, Thurs Feb 28th, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #3 submit.
Eight 4 Mar -10 Mar	Internship Field Experience	
Nine 11 Mar -17 Mar	Class meeting#5, Thurs Mar 14, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #4 submit included Reflection article “Framing the Experience”

Ten 18 Mar -24 Mar	Mon-Thurs Internship Field Experience North-Central excursion beginning Fri 22 March	
Eleven 25 Mar - 31 Mar	North-Central excursion No Class and no internship field experience	
Twelve 1 Apr -7 Apr	Class meeting#6, Thurs Apr 4, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #5 submit included Reflection article "Becoming a Servant Leader" Due date Part #1 project
Thirteen 8 Apr -14 Apr	Internship Field Experience	
Fourteen 15 Apr -21 Apr	Class meeting #7, Thurs Apr 18, 1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #6 submit included Reflection article "Moral Leadership and Business Ethics" .
Fifteen 22 Apr - 28 April	Final Class meeting #8, Thurs Apr 25,1:00 - 2:30 PM Internship Field Experience	Bi-Weekly Internship Report #7 submit. Due date Part #2 project

Please note: The schedule may occasionally deviate from the course outlined above. The instructor reserves the right to make changes as needed to the course syllabus.

Bi-Weekly Internship Report Form

Period from.....to.....2019

Name of the student:

Date submitted:

1. What are your main activities at the internship place? (meeting, reading, observing, networking...)

2. What are new issues you have learned during this period?

3. What are the problems you have faced with and how to solve them?

4. What are your findings

5. Reflection article reading

6. Your suggestions and questions:

Signature

