



**ROST 370 Academic Internship  
John Felice Rome Center**

Fall 2019

Monday 5:15-6:15pm

Dott.ssa Nadia Cristiani

Email: [ncristiani@luc.edu](mailto:ncristiani@luc.edu)

Office Hours: Mon/Thurs 3:00-4:30pm

**COURSE DESCRIPTION:**

The primary objective of this course is to teach about the cultural differences and practices in the Italian workplace. It will provide the skills for working in the new multi-cultural environment. Course materials (articles and reflection activities) will be devoted to investigate topics such as the differences between the job experience in the U.S. and in Italy, the current political and economic climate, cultural intelligence, leadership styles among others.

This course offers students at the John Felice Rome Center an opportunity to gain valuable professional experience as an intern in Italian and international organizations and companies. Students will intern in a wide variety of placements including but not limited to:

- 1) non-profit organizations such as Joel Nafuma Refugee Center, Associazione Kim
- 2) private companies/law firms such as Impact Italia Srl, The Roman Guy , Travel Care Italy, Bertolami Fine Arts. LUISS Enlabs
- 3) international organizations such as Jesuit Refugees Service, EBU Eurovision Broadcasting, IAI Istituto Affari Internazionali
- 4) Museums/Educational institutions such as Montoro 12 Galler, Art&Seek for Kids, Scuola Media Giovanni XXIII, English Theatre of Rome

**LEARNING OBJECTIVES:**

- Students will acquire a basic knowledge of the strengths and weaknesses of Italian economies.
- Student will be able to articulate and apply principles learned in and outside of the classroom.
- Students will be able to recognize and analyze cultural differences between the US and Italy
- 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 completing assignments that encourage in-depth reflection of the internship experience gaining at the same time self-understanding, self-confidence, and interpersonal skills.

**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:

**% of final grade**

Journal Blog	20%
Oral Presentation	10%
Class participation and discussion	10%



Final Paper	15%
Engaged Learning requirements	5%
On site attendance	20%
Host evaluation	20%

### **Grading**

94-100: A  
90-93: A-  
87-89: B+  
84-86: B  
80-83: B-  
77-79: C+  
74-76: C  
70-73: C-  
67-69: D+  
60-66: D  
59 or lower: F

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.

**JOURNAL BLOG:** Students will use their internship experiences, cultural experiences and interactions with Italians, course readings and lectures to write constructive and analytical observations in their assigned online journal blogs. The students can set up their online journal blogs on Sakai or send a link to the instructor of their own blog. (i.e. WORDPRESS)

The Reflective blog entries are the primary place for demonstrating meaningful reflection as student address the Learning Objectives; resolve problems and challenges, and document observations and feelings relating to the internship.

As students will be doing a 10 week internship, 10 entries will be required. A special Midterm blog will follow specific guidelines.

Failing to submit the entry will constitute a penalization of 2% of the Journal Blog percentage.

**PRESENTATION** Student's individual **Presentations** on their specific internship experience, will be due according to the alphabetical list during the mandatory class meetings, in the second part of semester.

Guidelines will be provided. Please notice that the Presentation will be an important opportunity to practice a very essential skill like public speaking. Faculty members might be invited to assist to them, accordingly with their availability.

**CLASS DISCUSSION/PARTICIPATION.** In class discussion 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.).

**FINAL PAPER.** Interns are required to submit an 8page **final paper** describing their experience which will also constitute 15% of the final grade (additional guide lines will be forthcoming). Failure to submit the Final Paper on time will constitute a penalizing issue (minus 2% on the final grade calculation)

**ENGAGED LEARNING REUIREMENTS: Learning Objectives:** students will express what intend to achieve throughout the internship and how it will be accomplished. The L.O. have to effectively relate academic learning to the internship experience. They will have to abide by the writing guidelines given for Learning Objectives & timely completion. The Learning Objectives have to be upload into LOCUS and will be approved by the instructor.

**Reflection Paper** at least two pages, following the prompt given has to be submitted via email.

Please notice that completing the Engaged Learning University requirements will constitute 5% of your grade

### **ONSITE SUPERVISOR'S EVALUATION** (supervisor will use the template provided)

At the end of the internship, the on-site supervisor will fill out an evaluation form on the student's work and comment on his/her strengths and areas for improvements.

**ON-SITE ATTENDANCE AND PRESENCE SHEET** students will have their supervisor sign their presence sheet on a timely manner and turn it in at the end of the internship and will constitute 20% of your grade

**Transferring to a different internship/ Independent project** *Assignments will be given to students by their on-site supervisors based on their skills, goals as well as workplaces' needs. Students are expected to communicate with their supervisors if the assignments are not meaningful or challenging enough. If, for some reason, the student can demonstrate a strong need to transfer to a different internship, or if the circumstances of the internship change during the course of the semester, he/she needs to consult the course instructor about the next steps.*

**NB: If a student is fired or let go from the internship, the grade will be lowered.**  
**Any change will be discussed and approved by the Associate Dean of Academic Affairs.**

**SPECIFIC GUIDILINES ON EACH ASSIGNMENT WILL BE ON SAKAI**  
(Resources/assignments guidelines folder).

### **ATTENDANCE POLICY**

**Attendance Policy** (please note that course attendance is based on prompt class attendance, preparation and active participation in class discussions)

In accordance with the JFRC mission to promote a higher level of academic rigor, all courses adhere to the following absence policy. Prompt attendance, preparation and active participation in course discussions are expected from every student.

- For all classes meeting once a week, students cannot incur more than one unexcused absence.
- For all classes meeting twice a week, students cannot incur more than two unexcused absences.
- For all classes meeting three times a week, students cannot incur more than two unexcused absences.

This course meets once a week, thus a total of one (1) unexcused absence will be permitted. The final course grade will drop by 1% for each additional absence.

### **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. This is even more relevant, given the in-site component of this class. 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.

### **Late or Missed Assignments**

Late or missed assignments will not be accepted for grading without the authorization of the instructor.

### **Accessibility Accommodations**

Students registered with the Student Accessibility Center requiring academic accommodations should contact the Office of the Dean at the John Felice Rome Center, the first week of classes.



### Calendar of Internship Course:

Week of September 16<sup>th</sup>: all internships begin. (Exceptions will be made only in case of documented illness)  
Week of November 28<sup>th</sup>: all internship end. Mandatory class meetings will be held on Mondays 5.00-5.55 PM, room TBA.

Final Paper is due on December 11<sup>th</sup>. Turn in onsite job evaluation forms (unless the internship mentor sends it by email) and presence sheet to the coordinator and a hard copy of your Final paper (for the Associate Academic Dean). An electronic version of the final paper has to be sent within the deadline to [ncristiani@luc.edu](mailto:ncristiani@luc.edu) Learning Objectives on are due on September 18<sup>th</sup> Engaged Reflective Paper (2 pages, guidelines on Sakai) is due by November 28<sup>th</sup>.

**NB: If a student is fired or let go from the internship, the grade will be lowered. Any change will be discussed and approved by the Associate Dean of Academic Affairs.**

## **COURSE MATERIAL**

Introduction to course content

WORKING IN ITALY: The Italian Job Market and Business Culture in Italy (aa.vv.)

Best Practice: Cultural Intelligence in Harvard Business Review Early, P. Christopher and Mosakowski, Elaine (2004).

*“Culture shock and study abroad”*

Framing the experience: *Development Stages of an internship*. The successful Internship, H. Frederick Sweitzer, Mary A. King (page 33)

*“What are soft Skills? Why do soft skills matter? 10 Top Soft Skills on demand”*

<https://www.livecareer.com/career/advice/jobs/soft-skills-in-demand>

*“The 8 Principles of Rebel Leadership”* (<https://hbswk.hbs.edu/item/how-to-be-a-rebel-leader?cid=wk-rss>)

Quiz: What Kind of Rebel Are You?

<https://www.rebeltalents.org/the-rebel-test/>

*“A smarter way to network”* Rob Cross and Robert J. Thomas- HBR, Harvard Business Review

*“International experience on your CV”*

<https://jobs.theguardian.com/article/international-experience-on-your-cv/>

### REFLECTION FOCUS:

Reflections and learning from an internship experience: Kolb's experiential learning style theory

<https://career.vt.edu/experience/Internships/reflect.html>

*Reflective diary templates*

*Get rid of your excuses*, Connecting, Thinking and Action. Ideas for Service Learning Reflection, RMC Research Corporation.

*K-W-L Know Want to Know-Learning*

adapted from Connecting, Thinking and Action. Ideas for Service Learning Reflection, RMC Research Corporation.

**Directed Journal entry:** Describe your Learning Objectives for the internship and how you believe the experience may contribute to your future career.

*L.I.F.E. Reflection*, Connecting, Thinking and Action. Ideas for Service Learning Reflection, RMC Research Corporation.

It's my bag (<https://career.vt.edu/experience/Internships/reflect.html>)

Quotes (<https://career.vt.edu/experience/Internships/reflect.html>)

Truth is stranger than fiction (<https://career.vt.edu/experience/Internships/reflect.html>)



Talk and write about your internship/Problem-Action-Result <https://career.vt.edu/experience/Internships/reflect.html>  
“International experience on your CV”

<https://jobs.theguardian.com/article/international-experience-on-your-cv/>

Tip# 1 “*Just an intern?*” The successful Internship, H. Frederick Sweitzer, Mary A. King (page54)

Tip#2 *The Smarter Way to Introduce Yourself*

Tip # 3 *Six tips for Italian business etiquette*

Tip# 4 *Internship Success Guide*

Tip# 5 *Do not let common problems ruin your internship*

Tip 6# *Ending an Internship on a High Note*

Tip#7 *Tips on Evaluating an Internship*

**Updated resume** (maximum 2 pages) Students should update the resume submitted when applying for the internship, to include the internship information, and in particular the skills gained and experiences. Bear in mind the audience for the resume is a busy recruiter, HR professional, or employer, and make the updates concise, clear and readable. Think about how the internship fits into the overall study and career trajectory, as presented in the resume.