

## **COURSE SPECIFICATION DOCUMENT**

**NOTE:** ANY CHANGES TO A CSD MUST GO THROUGH ALL OF THE RELEVANT APPROVAL PROCESSES, INCLUDING LTPC.

<b>Academic School/Department:</b>	Internship Office
<b>Programme:</b>	International Internship Programme
<b>FHEQ Level:</b>	6
<b>Course Title:</b>	AIFS Summer Internship
<b>Course Code:</b>	(Major) 6672
<b>Course Leader:</b>	Julie Enright
<b>Student Engagement Hours:</b>	160
Supervisor Meetings / Tutorials:	5
Independent / Guided Learning:	155
<b>Semester:</b>	Summer
<b>Credits:</b>	3 US credits 6 ECTS credits 12 UK credits

### **Course Description:**

The London internship is a student work placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. All internships are supervised by faculty, and all last a minimum of 6 weeks in length and are carried out part-time Monday to Wednesday or equivalent. Each student will also complete 2 assessments throughout the internship, namely: keeping a written journal of their experience and preparing an internship portfolio. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. During the internship, staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are based on several factors including, written assignments and a report from their workplace supervisor which is taken into consideration.

**Prerequisites:**

- 75 completed credit hours upon application to the London Internship (or 60 completed credit hours\*)
- GPA of 3.2 for psychology; 3.0 for finance, and policy majors; and a GPA of 2.75 for all other majors (\* minimum GPA of 3.0 for those with 60 credit hours, and PSY not available to students until they have reached 75 credit hours)
- 2 strong academic references

**Aims and Objectives:**

Internships aim to provide students with experience in the industry of their study, so that they may make a more informed decision about their career moves and ambitions. The course will enable students to understand their own strengths and weaknesses in the workplace, work with people from other cultures, and to give them confidence that they can make the step from classroom to workplace comfortably. The programme aims to ensure that students are given genuine responsibility in the workplace, and to measure how they respond to this. As a result, the overall aim of the internship is to equip the student with the correct skills in order to be better prepared for successfully gaining employment following graduation.

**Learning Outcomes:**

A1, A2, A3, A4, A5, A6

B1, B2, B3, B5, B6

C1, C2

A detailed list of the programme outcomes are found in the Internship Manual.

**Indicative Content:**

This will differ from student to student. At the start of the internship the student fills out a learning contract with their work place supervisor in order to establish what they aim to achieve from the internship experience, and the skills that they would like to work on developing in the coming weeks. The student is then assigned relevant projects by their work supervisor to work on throughout this period.

**Assessment:**

This course uses Internship Programme assessment approved at Learning and Teaching Policy Committee.

**Teaching Methodology:**

This is an experiential learning programme, so instead of being taught in a classroom setting, students learn and develop new skills whilst at work and under the supervision of their work place supervisor. The faculty supervisor acts as mentor and guide during the internship, so rather than teaching from the front, they serve as resource for the student to call upon if they are experiencing any issues in the work place, or require any other assistance or advice. The faculty supervisor will provide

