

## Internship

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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. Most internships involve 15 hours of work per week at the internship site, and are worth 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 **Internship Goals and Objectives document** after consultation with site- supervisor.
- 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 signs Internship Contract.
- 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 coordinates work schedule with Internship Supervisor. Any changes or absences must be approved in advance.

### **By Week 3:**

- Once the student is more familiar with the options at the internship site, the student completes the Goals and Objectives document. This document serves as a personalized syllabus and outlines the tasks and activities the student will perform during the internship in order to meet his/her learning goals.
- Student reviews the document with his/her supervisor, and submit it to the Internship Coordinator.

### **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%)