

SEATTLE CENTRAL COLLEGE

Cooperative Education/Travel-Study

**COURSE SYLLABUS**

**COURSE TITLE:** CROSS CULTURAL EXPERIENCE IN USA – High School Exchange

**COURSE NUMBER:** ITL 197

**CREDITS:** 5 credits (quarter hour credits)

Please verify acceptance of these credits at your home institution prior to enrollment. (These credits are considered electives at many colleges/universities in the USA. However, it is up to the 'receiving' institution to accept the credit.)

**FEES:** \$ 550

**PREREQUISITES:** None

**REQUIRED TEXTS/SUPPLIES:** None

**COURSE DESCRIPTION:**

This course provides students with an opportunity to earn academic credit for volunteer service in an international setting. It provides for both personal and professional growth and is intended for students who desire to expand their educational experiences beyond the traditional classroom setting by volunteering within another culture. It engages students in meaningful volunteer activity for the common good, while helping them gain understanding, acquire knowledge, and develop the necessary skills for living in a globally interdependent and culturally diverse world. In addition to volunteering, students must participate in an English or another language course to improve foreign language proficiency. Supplemental assignments offer opportunities for reflection of experiences.

**COURSE OBJECTIVES:**

Students will:

1. Examine differences and similarities in the workplace environment, and expand knowledge and understanding of traditions and customs of different cultures, by

volunteering in the USA.

2. Improve foreign language proficiency by participating in a language course.
3. Analyze and summarize insights gained from the service.
4. Improve cross-cultural communication and interpersonal skills through a volunteer activity.

### **STUDENT OUTCOMES:**

Upon completion of this course, participants will be able to:

1. Work productively in an organization in the USA.
2. Convey the differences in organizational culture of the American system vs. the participant's home country through journal entries and final report.
3. Recognize ethnic, cultural, political, and economic diversity in the USA through journal entries and mini-ethnography.

**INSTRUCTOR:** To be determined

### **INSTRUCTOR'S EDUCATIONAL PHILOSOPHY:**

Experiential education is but one tool to help nurture the learning desire of undergraduate students. Course participants will describe themselves and their experiences, if appropriate, as members of the global community, and will value the views of diverse peoples, cultures, places, etc.

### **METHOD OF INSTRUCTION:**

1. This course meets electronically or by mail. There is no physical site or classroom.
2. Course instructor replies to emails within 24 hours.

### **OVERVIEW OF COURSE CRITERIA/ASSIGNMENTS:**

1. REQUIRED HOURS

VOLUNTEER HOURS: 33 hours

- Criteria: Volunteer work in a non-profit organization. Students can do all of the hours with one agency or with multiple agencies.
- Student must provide verification of hours.

CLASS HOURS: 33 hours

- Criteria: High school English/language arts or another language taught by the high school.
- Student must provide verification of hours. Please provide a grade report or transcript that includes the number of course hours.

## 2. REQUIRED COURSEWORK

- A WEEKLY JOURNAL must be maintained during the quarter. The journal should contain entries about your volunteer and school experiences and may also include geographical points of interest, historic or cultural sites visited, and leisure-time activities. It is to contain your thoughts, observations, insights, and reflection on these experiences. You can write about activities/events and people, as well as your interaction with people. You can also document learning which occurred as a result of various activities. Whenever possible, compare and contrast the differences between your home country and the United States.
- FINAL REPORT (see attached guidelines) of insights gained from your cross cultural volunteer service.
- MINI-ETHNOGRAPHY: The purpose of this exercise is to allow you to put yourself in a "first encounter" situation, and allow you to practice a little ethnography on a personal level. Ethnographers study human culture by researching artwork, houses, tools and other material products of a culture. They also devote much research to a culture's non-material creations, including its music, religious beliefs, symbols and values. They can also study social relationships in human groups such as marriage, family life, authority and conflict. In order to meet the requirements of this exercise please do the following:
  - a. Find an event or activity occurring within a community of people you know little or nothing about. The more distant the cultural/ historical/geographic/social context from your own the better. Possible events include an art show, musical performance, political speech, party, dance, family gathering, museum, tour, historic site tour, wedding, religious service, recreational activity, foreign school attendance, etc.
  - b. Once you have selected an event/activity, write up what you think you will encounter. What do you think the environment will be like? What will the people be like? What will I experience? Also, describe any feelings that you might be experiencing.
  - c. Once you begin to participate in and observe the activities, DESCRIBE what you see, hear, smell, touch, taste; don't analyze, just describe. Begin with the surrounding environment, the people in it, the activities taking place, the use of space, etc. Pretend you are creating a description for someone who is sightless.
  - d. After you feel that you have done justice to the practice of description, begin asking the three questions posted by ethnographers: What do these people do (are doing)? How do they do it? Why do they do it that way? Thus begins your analysis.

- e. Summarize your thoughts and feelings: Why was this a good, or not so good, experience? What did you learn about yourself? Are you more or less likely to continue to encounter new situations in the future? What would you do differently?
- Verification and Evaluation of volunteer hours (for each agency if you volunteered for more than one organization)
  - Verification of English/language hours. Provide a transcript, report card, OR a brief letter from a high school English/language teacher or counselor verifying 33 class hours.

### CALENDAR/SCHEDULE:

Students may enroll anytime. All course requirements must be submitted by the due date specified by the instructor.

### FEEDBACK TO STUDENT/COURSE POLICIES:

Daily Journal (30 points): Evaluation criteria includes, but is not limited to, clearly presented observations, creative thought and imagination and appropriateness.

Final Report (30 points); Evaluation criteria includes, but is not limited to, format, content appropriateness, organization skills, and analysis of topic.

Mini-Ethnography (30 points); Evaluation criteria includes, but is not limited to, clearly presented observations, thoughts, and analysis.

Satisfactory completion of volunteer and class hours (10 points).

### GRADING STRUCTURE:

A	4.0 - 3.9	Excellent	90+ points
A-	3.8 - 3.5		
B+	3.4 - 3.2		
B	3.1 - 2.9	High	83 - 89 points
B-	2.8 - 2.5		
C+	2.4 - 2.2		
C	2.1 - 1.9	Average	70 - 82 points
C-	1.8 - 1.5		
D+	1.4 - 1.2		
D	1.1 - 0.9	Minimum	43 - 69 points
D-	0.8 - 0.7		
E	0.0	Failure	0 - 42 points

Note: Seattle Central College awards numerical grades.

**EVALUATING OUTCOMES AND ASSESSMENT FORMS:**

Upon course completion, a questionnaire will be sent to each enrollee to determine whether this "self-guided" and "self-paced" aspect of learning met with their needs and approval. It will ask how valuable the course was to them in this manner, what they felt was missing, and what portion of this course was the most helpful to them in their educational plans.

**HONOR SYSTEM:**

It is expected that each student will prepare his or her own assignments and that any assignments submitted will be the sole work of the student.

Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated.

Violation of these rules will be considered **Misconduct** under the student code WAC 132-F-120-110. Students suspected of misconduct will be referred to the Dean of Student Development Services. Students found guilty of misconduct will forfeit all fees and credit will be denied.

**GENERAL INFORMATION:**

Terms of Enrollment: Enrollment in travel/language courses does not constitute admission to the college. Students who are not attempting to earn a degree or certificate are registered as non-matriculated students.

Time Limitations: Students have two quarters to complete courses and will receive a "Y" (on-going) grade on grade reports until all coursework is completed. One extension (for one additional – or 3<sup>rd</sup> – quarter) will be granted at a cost of \$50/extension. (Please note: The "Y" will remain on transcripts if students do not complete courses.)

Please note: Seattle Central is on a quarter system. Approximate dates are as follows:

Summer:	Last week in June through mid-August
Fall:	Last week in September through mid-December
Winter:	First week in January through March
Spring:	First week in April through mid-June

Refund Policy: To receive a refund, a student must submit a written request (mailed or e-mailed) to the Cooperative Education Office. No refunds will be given once the quarter officially ends. Please note: If you are taking two quarters to complete coursework, no refunds will be granted during the second quarter.

Final Grade/Transcripts: If you receive a "Y" for your course, the Cooperative Education Office will submit a grade change to the Registrar's office as soon as the grade is received from the instructor.

Transcripts:

To obtain information on how to order official transcripts, please go to:

<http://www.seattlecentral.edu/student-records/official-transcripts.php>

There is a fee for official transcripts.

Change of Name/Address: Students are responsible for providing current contact information to the Cooperative Education Office. Delivery of mail to the last address on record constitutes official notification to students.

**FOR ADDITIONAL INFORMATION, CONTACT:**

Cooperative Education Program  
SEATTLE CENTRAL COLLEGE  
1701 Broadway, BE1103  
Seattle, WA 98122  
(206) 934-6998  
karen.kato@seattlecolleges.edu

Seattle College District VI reserves the right to make any changes in procedures without notice. In addition, the College District reserves the right to cancel courses or change fees at any time without notice.

Seattle Central College is accredited by the Northwest Commission on Colleges and Universities.
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## **INTERNATIONAL INTERNSHIP/VOLUNTEER SERVICE**

Seattle Central College  
Cooperative Education Program

### **FINAL REPORT: VOLUNTEER ACTIVITY**

Submit a comprehensive report about your experience. Be as specific as possible, detailing the following:

#### Agency/Organization Description

1. Name and description of organization(s) - what they do, services they provide, location, number of employees, physical facilities, funding source, etc.
2. Brief history of the organization(s) (include when, where and how it began).
3. The organization's mission statement (formal or informal).
4. What issue is being addressed or what population is being served? What are the most important social issues facing the population you served?

#### Description of Volunteer Activity

1. Describe your volunteer activities (tasks and/or responsibilities).
2. How did your volunteer activities benefit the community that you served?
3. What did you learn about the people/community that you served?

#### Self-Evaluation/Reflection

1. How you acquired and why you chose this experience.
2. Skills (technical and interpersonal) you brought to the experience.
3. New skills (technical and interpersonal) that were developed/improved as result of your experience.
4. In what way has this experience been of value to you in terms of your future goals?
5. Your evaluation of how well you performed your duties and responsibilities. Cite factors you considered and used in your evaluation.
6. Was this experience what you expected?
7. What were the best and worst aspects of the experience?
8. How would you have prepared differently for this experience?

9. Would you recommend this activity to other students? Please explain.
10. What have you learned about yourself/your values/others/the world?
11. What weakness(es) did you discover about yourself?
12. How does the American view of volunteerism compare with the views in your country?
13. Discuss your views about volunteerism or service to others.
14. How did volunteering change your attitudes, perceptions, prejudices and/or stereotypes of Americans, our community, or a certain group of people?
15. What was it like to interact with other volunteers? Describe the interaction you found most meaningful.

### Requirements

Your faculty coordinator or the Cooperative Education Office will determine the length of your report. Reports must be typed (double spaced) with a cover page that includes your name, course number, quarter enrolled and the name of your faculty coordinator.

### Evaluation Criteria/Grading

Our expectation is that the report you submit is of college-level quality. Your report will be evaluated using the following criteria:

- Content/clarity of expression
- Organization/completeness
- Grammar, punctuation, sentence structure and spelling



**INTERN\*VOLUNTEER\*WORK - VERIFICATION AND EVALUATION**

Cooperative Education Program

SEATTLE CENTRAL COLLEGE

1701 Broadway, BE1103, Seattle, WA 98122 USA

Telephone: 206-934-6998 Email: karen.kato@seattlecolleges.edu

NAME OF STUDENT \_\_\_\_\_

DESCRIPTION OF ACTIVITY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LENGTH OF ACTIVITY

Total number of hours: \_\_\_\_\_

QUALITY OF PERFORMANCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAME OF REPRESENTATIVE (please print) \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

VERIFIED BY ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date