

SEATTLE CENTRAL COLLEGE

Cooperative Education/Travel-Study

**COURSE SYLLABUS**

**COURSE TITLE:** CROSS CULTURAL EXPERIENCE IN USA  
*For international participants of internship, work, or  
volunteer-related experiences in the USA.*

**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 credits.

**FEES:** \$ 550

**PREREQUISITES:** None

**REQUIRED TEXTS/SUPPLIES:** None

**COURSE DESCRIPTION:**

This course provides students with an opportunity to earn academic credit for work/internship experience or 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 working directly within another culture.

It engages students in meaningful work experiences, or in responsible and challenging 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 working or volunteering, students may elect to attend language school (optional) to improve foreign language proficiency. Supplemental assignments offer opportunities for research and reflection of experiences. NOTE: Job/internship/volunteer time and language school attendance must be verified.

**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 working or volunteering in the USA.
2. Improve foreign language proficiency by attending language school. (Optional)
3. Analyze and summarize insights gained from the work experience or service.
4. Improve cross-cultural communication and interpersonal skills through an internship or volunteer activity.

**STUDENT OUTCOMES:**

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

1. Work productively in an organization (or work context) 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.

**INSTRUCTOR:** To be determined

**AMERICAN DISABILITY ACT:**

If you need course adaptations or accommodations because of a disability, if you have medical information to share with your instructor, or if you need special arrangements, contact your instructor as soon as possible.

**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

Option 1:

66 hours of job, internship or volunteer hours. Student must provide verification of hours.

40 hours of language school attendance. Student must provide verification. (Written evidence documenting at least 40 formal hours of language instruction. Submit photocopy to verify instruction hours and grade and/or level of completion. Possible sources of evidence include certificate/award of completion, letter from school dean or language immersion coordinator, grade card, or official transcript, along with photocopies of airline, passport, and lodging receipts.)

**OR**Option 2:

99 hours of job, internship or volunteer hours. Student must provide verification of hours.

2. A DAILY JOURNAL must be maintained during the work experience/service period. This analytical journal should detail activities comparing and contrasting (where applicable) significant differences in the workplace between the participant's home country and the United States. It is to contain thoughts, observations and insights on the job/internship/volunteer experience. Participants will document learning experiences, which occurred as a result of various activities. The journal can also include geographical points of interest, historic or cultural sites visited, leisure-time activities, and specific cultural traits noted. Students will use their journals to prepare the final report.
3. FINAL REPORT (see attached guidelines) of insights gained from this cross cultural work experience or service. (Note: If you are working or participating in an internship, please use the guidelines for Final Report: Work Experience/Internship. If you are volunteering, use Final Report: Volunteer Activity)
4. Completed International Internship/Volunteer Contract

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

**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, e-mailed, or faxed) 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.

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.

## **INTERNATIONAL INTERNSHIP/VOLUNTEER SERVICE**

Seattle Central College  
Cooperative Education Program

If you are working or interning in the USA in a cross cultural setting, please use the [Final Report: Work Experience/Internship guidelines](#). If you are volunteering, please use the [Final Report: Volunteer Activity guidelines](#).

### **FINAL REPORT: WORK EXPERIENCE/INTERNSHIP**

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

#### Company/Organization/Context Description

1. Description of organization (what they do (products or services), location, number of employees, physical facilities, etc.).
2. Brief history of the organization (include when, where and how it began).
3. The organization's mission statement (formal or informal).
4. What population(s) is served by this organization?
5. How is this organization funded (if a non-profit)?
6. Other information you feel is relevant.

#### Description of Work/Internship Activity

1. Describe the tasks and responsibilities you performed as an employee/ intern.
2. Describe the nature and extent of your contact with local citizens in the work/volunteer environment.

#### 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 a result of your experience.
4. In what way has this experience been of value to you in terms of your future career/employment goals?

5. What changes (personal, career or employment-related) will you make as a result of this experience?
6. Your evaluation of how well you performed your duties and responsibilities. Cite factors you considered and used in your evaluation.
7. How would you have prepared yourself differently for this experience?
8. Would you recommend this site to other students?
9. What have you learned about yourself / your values / others / the world?
10. What weakness(es) did you discover?
11. What was it like to interact with American people in the work environment? Describe the interaction you found most meaningful.
12. Did this experience change your attitudes, perceptions, prejudices and/or stereotypes of Americans, our community, or a certain group of people?

### Organizational Culture

1. Describe the organizational culture of your host company/agency. Consider the following as you prepare this section of your report:

Purpose/mission	(What is the organization trying to achieve? Why does it exist? Does the organization have a stated mission? Does the organization have a clearly outlined strategy? Is the organization entrepreneurial or bureaucratic?)
Philosophy	(How does the organization conduct business? What parameters are placed on the strategies used to achieve its goals?)
Values	(What is important to the organization? What beliefs exist?)
Structure	(This refers to the reporting structure/hierarchy, channels of communication, accountability, protocol?)
Management	(How are employees managed? Is it an autocratic or democratic environment?)

### Workplace Comparison

1. If there is a written mission statement, what is your personal perception versus the written statement?
2. What are the main differences between the U.S. workplace and your home country? The following are examples:
  - a. Management style



- b. Communication (Do employees talk openly and freely or are lines of communication formal? Does management interact with staff?)
  - c. Ethical standards
  - d. Behavioral expectations
  - e. Attitudes of employees
  - f. Organizational politics
  - g. Employee work ethic
  - h. Dress code
  - i. Application/interview process
  - j. Career progression (seniority or results-based)
  - k. Employee benefits package
3. What is similar about the two systems?
  4. Describe your understanding of discrimination and sexual harassment laws in the USA and compare and contrast this to your home country.
  5. Describe your understanding of affirmative action in the USA. Is there anything similar in your home country?
  6. What role, if any, does cultural diversity play in your home country? In the USA?

#### Requirements

Your faculty coordinator or the Cooperative Education Office will determine the length of your report. You should address each item. Reports must be typed (double spaced) with a cover page, which 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:

1. Content/clarity of expression
2. Organization/completeness
3. Grammar, punctuation, sentence structure and spelling

## **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. Description of organization (what they do, services they provide), location, number of employees, physical facilities, funding source, etc.
2. Brief history of the organization (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?
5. Other information you feel is relevant.

#### Description of Volunteer Activity

1. Describe your volunteer activity (tasks and/or responsibilities).
2. How did your volunteer activity 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.

Self-Evaluation/Reflection (continued)

10. What have you learned about yourself / your values / others / the world?
11. What weakness(es) did you discover?
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

**INTERNATIONAL INTERNSHIP/WORK/VOLUNTEER CONTRACT**

Seattle Central College  
Cooperative Education Program  
1701 Broadway, Seattle, WA 98122 USA  
Telephone: 206-934-6998 \* Email: karen.kato@seattlecolleges.edu

Student: \_\_\_\_\_ ID Number \_\_\_\_\_

Local address of student:

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City, State, Zip Email Address

Home address of student:

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City, State, Zip Email Address

Work/Internship/Volunteer Site:

\_\_\_\_\_  
Organization Name Name of Representative

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City, State, Zip Code, Country Email Address

\_\_\_\_\_  
Signature of Representative Date

Signatures:

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
College Representative Signature Date

**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