

UCLA Center for Community Engagement
International and Area Studies 195CE
Spring 2021 Syllabus

Graduate Student Instructor: Jessica Pena

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Office Hours:

Tuesday & Wednesday 1:00 – 2:00

Thursday 1:00 – 3:00

Friday 11:00 – 12:00, 1:00 – 2:00

Location: Online via Zoom

To book appointments, please visit MyUCLA

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COURSE DESCRIPTION

International and Area Studies (IAS) 195CE is a 4-unit course designed around an individual internship experience. The course is open to all majors and may fulfill electives for any of the programs housed in the International Institute ([the several International & Area Studies majors and minors](#), [Global Studies major and minor](#), and [the International Development Studies major](#)) by petition to the program Chair. IAS 195CE may be taken for a letter grade or on a pass/no pass basis, although the letter grade option is required to apply the course to a major or minor.

This course will offer you the opportunity to apply international studies theories and concepts to your internship experience. We hope that this will help you analyze the effects the global and interconnected nature of our world has on people, cultures, politics, economics, and organizations. You will take your academic knowledge beyond the classroom, and in your papers and during one-on-one meetings, you will analyze your organization and work experience within an international context. The course requires active participation at an approved off-campus field site for a minimum of 80 hours, weekly response papers, biweekly discussions with the Graduate Student Instructor, and a final research paper.

195CE LEARNING OUTCOMES

Students enrolled in this independent study course will be able to:

- Define and apply the following core concepts: civic engagement, social responsibility, experiential learning, and globalization
- Apply academic knowledge and critical thinking skills to address situations and challenges as a result of globalization and the 21st century
- Develop and execute a research paper integrating analysis inspired by experiential learning (i.e. an internship) with knowledge gained from inquiry into global studies or international development
- Articulate, in conversation and in writing, the meaning and connections between core concepts, such as globalization, power, social responsibility, and civic engagement
- Critically assess the implications, both positive and negative, of industries, organizations and individuals on global and local communities

ENROLLMENT REQUIREMENTS

In order to enroll in IAS 195CE you must be junior status with at least a 3.0 G.P.A. or a senior status and complete a course contract. Follow the steps outlined in the Enrollment Procedures handout that you received during your intake appointment to generate a contract.

INTERNSHIP SITE ELIGIBILITY

CCE defines an internship as a preprofessional experience that provides training to students so they gain new skills and can learn about a workplace under the direct supervision of a professional in the field. In order to be approved, internships must contain the following:

- **8 weeks** of *remote* work in the quarter (at minimum). For Spring 2021, internships must begin **NO LATER** than Monday, April 12th.
- **8-10 hours** of challenging college-level *remote* work each week (for a minimum of 80 hours during the quarter).
- supervised *remotely* by staff associated with professional off-campus workplace
- may be paid or unpaid *
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COURSE REQUIREMENTS

1. Discussion Sessions (20%)
2. Weekly Response Papers (40%)
3. Final Research Paper (40%)

REQUIRED FORMS

1. Course Contract created by you and signed by your supervisor
2. Signed timesheet documenting 80-100 hours worked at an off-campus site

GRADING SCALE

You must earn at least a 73% overall for a passing grade if you take the course P/NP.

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	00-59

Discussion Sessions (20% of your grade)

Schedule and attend biweekly discussion sessions with your Graduate Student Instructor (me) **at least 5 times**, including intake. Come to each 30-minute discussion session prepared to discuss your experiences at your internship, your weekly response papers, and your progress on your research paper. To receive full credit, you must be prepared to have an engaged, interactive meeting.

You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (i.e. every other week). Each meeting is worth 4 points. Showing up late and/or unprepared for a meeting will result in the loss of at least two points. If you arrive more than 10 minutes late, you will be asked to reschedule, and the meeting will be worth only half credit. You may schedule only one meeting per week and **MUST** complete your second meeting by the end of Week 4 or the meeting will be considered late and will be worth only half credit. Repeated cancellation and same-day cancellations are unacceptable and may also result in a penalty. Any request to schedule meetings in consecutive weeks must be approved by the Graduate Student Instructor **IN ADVANCE** and may not be granted. **Attending regularly scheduled meetings THROUGHOUT THE ENTIRE QUARTER is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-/NP.** You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course and your internship site will be notified.

Meetings can be scheduled through MyUCLA by going to the "Academics" tab, "Advising & Academic Services", "Appointments". Once your meeting is scheduled you will automatically be assigned a Zoom link, both in MyUCLA as well as in your Outlook calendar (if you have an account associated to your @ad.ucla.edu).

Using Zoom Video Conferencing:

You are required to use Zoom (<https://ucla.zoom.us/>) for your biweekly meetings, so take the time to familiarize yourself with it by thoroughly reading the step-by-step instructions found here: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>.

You will access your Zoom meeting space in one of two ways: (1) Log in via the app after you have followed the instructions to initially download, install, and login. Then enter the meeting number provided by your instructor at the time set for the meeting. (2) Copy and paste the URL (or click on the web link) provided by your coordinator at the time specified for the meeting. Launch the app (after initially downloading, installing, and logging in), and you will enter the meeting immediately. You may choose to use Zoom on your mobile device or computer. **Your video MUST be on during your meetings.**

Group Writing Workshop

In Week 8 you will have the opportunity to meet in a group with me and other I A STD 195CE students in place of one of your bi-weekly meetings. See week 8 for more information.

Weekly Response Papers (40% of your grade)

Weekly response papers are **2-3-page response papers (double-spaced, 12-point font, MLA or Chicago format) via the course website by 11:59PM on Sunday, uploaded to our CCLE course, beginning the weekend after Week 2.** You need to turn in 8 response papers in total. Each weekly paper is worth 10 points. Response papers are docked 2 points for each day (or portion thereof) that they are late. All work must be submitted to pass the class, even if it is too late to receive any credit. Submitting more than two papers over one week late is grounds for automatic “No Pass” if you are taking the course P/NP.

These papers should offer detailed reflections about your experience in the workplace and how it relates to International Studies. While you write, you will think critically about how International Studies relates to the contemporary world. You will be given prompts to guide your analysis on the schedule of assignments at the end of the syllabus. Review your papers for grammatical/spelling errors/ typos before you submit them. Papers that contain many careless errors will not receive full credit.

Final Research Paper (40% of your grade)

In the final research paper (8-10 pages, double-spaced, 12-point font, MLA or Chicago format), you will examine a topic inspired by your internship. This is not an extended response paper; but rather you should develop a research-based argumentative analysis and structure your paper around a Global Studies, International Development, or International and Area Studies framework. See the final pages of this syllabus for further instruction. You must use a minimum of 5 total sources, with at least 3 academic sources (e.g. book chapters or academic journal articles) and 2 reputedly edited popular sources (e.g. newspaper or magazine articles). Papers will be docked 1/3 of a letter grade for each day (or portion thereof) that they are late.

Time Sheet (Required)

In addition to the final research paper, you must submit a timesheet (upload to CCLE), signed by your supervisor, documenting the hours that you have worked this quarter. To pass the course, interns must work at least 8 weeks during the 10-week quarter AND work a minimum total of 80 hours (approximately 8-10 hours/week).

Failure to complete the minimum requirements will likely result in an automatic grade reduction to C/NP. If for any reason you find that you must miss more than the equivalent of one week’s regular shift at your internship or if you must end your internship early, you must inform your Graduate Student Instructor IMMEDIATELY. Your Graduate Student Instructor will consult with your internship supervisor and Center administrators about appropriate steps and may advise you to drop the course if it is determined that you are not in a position to pass.

ADDITIONAL POLICIES

Academic Integrity

All policies in the UCLA Student Code of Conduct regarding academic integrity apply to this course, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action. UCLA's complete policy regarding academic integrity can be found on the website for the Office of the Dean of Students: <http://www.deanofstudents.ucla.edu/>

Course Accommodations & Campus Resources

UCLA provides a wide range of resources to support students facing challenges, whether inside or outside the classroom. Consult the Student Care Managers program website for information about these resources, including information about confidential one-on-one consultation:

<http://www.studentincrisis.ucla.edu/Who-can-Help>. If you need to request an academic accommodation based on a documented disability related to your work in this course, please contact the Center for Accessible Education as soon as possible. CAE can be reached at A255 Murphy Hall, 310-825-1501, or 310-206-6083 (telephone device for the deaf). You can learn more about their services by exploring their website at <http://www.cae.ucla.edu/>. Students should also notify their Graduate Student Instructor about any issues as soon as possible so that appropriate accommodations can be arranged with CAE well in advance of assignment due dates.

SCHEDULE OF ASSIGNMENTS

NOTE: Many of the prompts for these weekly assignments include multiple interrelated questions and more than one short reading. Please be sure to follow instructions closely and address ALL parts of each assignment. Consult your Graduate Student Instructor BEFORE an assignment is due if you have questions about a prompt.

Week 1: Introduction (due: Sunday, April 4)

Response Paper Prompt: Complete the [course survey](#) that was emailed to you prior to the first intake meeting.

Week 2: Your Internship (due: Sunday, April 11)

Readings:

1. Alex Gray, "[What is globalization anyways?,"](#) *World Economic Forum*, January 2017.
2. Kris Olds, "[Global Citizenship – What Are We Talking About and Why Does It Matter?,"](#) *Inside Higher Education*, March 2012
3. CCE Welcome Packet (materials given to you at the first intake meeting: 1) Enrollment instructions; 2) Safety Guidelines; 3) Timesheet)

Response Paper Prompt: First, independently research your organization and describe its goals, approaches, key players, and stakeholders. Furthermore, discuss whether your organization is promoting national interests, private interests, or the interests of special groups. Be thorough in your research. Use the organization's website but also consider looking for information in Lexis Nexis Business (accessible through the UCLA Library website under "Frequently Used Databases") or another reputable database. What interest do you have in this field / company? What do you expect to gain and learn from participating in this internship? Do you have any apprehensions?

Second, read the World Economic Forum and the Inside Higher Education articles. Please answer these questions: What did you learn from "The Successful Internship?" In what ways does your organization fulfill a civic mission or foster "civic professionalism"? What role does globalization play in global citizenship, and how does global citizenship relate to civic engagement and professionalism? Explain your thinking. Do you consider yourself a global citizen, why or why not?

Lastly, visit [the International Institute programs website and choose one of the fields from International and Area Studies, International Development Studies, or Global Studies](#) and explain how the ideas from one of these fields relates to the concepts in this week's readings.

Week 3: Your Organization in a Changing Society (due Sunday, April 18)

Readings:

1. [The Evolving Workforce, Report 2: The Workforce Perspective](#), Dell, pp. 1-16.
2. ["Sustainable Development Goals: All You Need to Know,"](#) *The Guardian*, September 2015.
3. [United Nations Development Program: A New Sustainable Development Agenda](#)

Response Paper Prompt: First, discuss how globalization (technological developments, the international economy, political and/or cultural changes) has affected your organization or field. In your discussion, draw from the report "The Evolving Workforce" which focuses on the impact of technological developments. You are required to read pages 1-16 of the report (the "Global Overview" and "US Insights" sections), but in your response paper, feel free to incorporate material from the other case studies as well.

Second, following the United Nations Millennium Summit in 2000, eight Millennium Development goals were adopted to reflect the changing needs of society in the modern era and all UN member states, several international organizations, and many private companies committed to achieving these goals worldwide by 2015. Some targets were reached while others were not; as of 2016 these goals have been reconceptualized as Sustainable Development Goals (SDGs). Follow the link to the UN SDG website. Click on each of the 17 SDGs and read the descriptions to better understand what they entail. What do you think of these goals? Are they helpful, harmful, too broad, or too specific? Think critically and provide your analysis of one, several, or all of these goals.

Third, your organization may not explicitly be a "partner" for meeting these goals but use the SDGs as a framework for analyzing how your organization/field addresses the changing needs of society at the international, national, regional or even local level.

Week 4: Explore Career Options in the Field (due Sunday, April 25)

Readings:

1. [“Youth Employment: Youth Perspectives on the Pursuit of Decent Work in Changing Times.”](#) 3 page Summary of the United Nations 2012 World Youth Report.
2. Susan Adams, [“The 10 Skills Employers Most Want In 20-Something Employees,”](#) *Forbes*, Oct 2013.
3. Resources to help find professionals of interest:
 - a. [United Nations’ Career Profiles](#)
 - b. [LinkedIn](#)
 - c. Google Search (visit the “Meet the Team” or “People” tabs of companies that interest you)
 - d. [UCLA One](#) (if you don’t have a UCLA One account, I highly encourage you to create one)

Response Paper Prompt: The first reading provides a snapshot of the challenges young people face worldwide as they transition from education to the workforce. Keeping these points in mind, research and summarize what the current employment opportunities in your field are. What is the outlook for job growth? What is the average salary and possibilities for career development? How has the field changed, what has caused this change, and what are the impacts on job growth and training needed for positions in your field? Here are some general websites to help you get started:

- [Bureau of Labor Statistics](#)
- [International Job Database](#)
- [O*NET OnLine](#) (US Department of Labor)
- [UCLA Career Center](#)

The second reading is a brief article discussing what qualities employers from a broad range of companies prize in new hires, especially young applicants such as yourself. Consider how these demands relate to your training thus far and to your particular field. What type of training, experience, and education do you need to be qualified for positions in your field nowadays? As you tackle this question, use the internet (if you have a LinkedIn, use it!), to look up the backgrounds and/or career trajectories of at least 3 professionals in fields/organizations that interest you. What do they have in common, how do they differ, and what can you learn from comparing their backgrounds that might help you in your own career exploration?

Recommended UCLA Library workshop: [Getting Started with Research at UCLA](#)

Week 5: Challenges in the Field (due Sunday, May 2)

Readings:

1. Pippa Biddle, "[The Problem with Little White Girls, Boys and Voluntourism](#)," *The Huffington Post*, Feb 2014.
2. Carol Kinsey Goman, "[Communicating Across Cultures](#)," Mar 2011.
3. Liz Truax, "[Working Abroad: A Qualitative Study on Cultural Adjustments and Difficulties While Working With Other Cultures](#)," *UW- L Journal of Undergraduate Research*, Issue 11, 2008. (Focus on pages 5-9)
4. VIDEO: Peter Alfandary, "[The Myth of Globalization](#)," *TEDxAix*

Response Paper Prompt: Based on what you have observed while working at your internship and based on the assigned readings for this week, describe what are the main obstacles faced by your organization that are linked to international concerns? Discuss what some pre-existing assumptions may be regarding international work in general and the impact of such assumptions. Use the Huffington Post article as a launching point when thinking about these issues (which are relevant to the corporate sector as well as nonprofit/government sectors).

Second, examine the importance of cross-cultural communication. How does developing an understanding of other cultures' perspectives and views help organizations become more effective at meeting their objectives? What do you make of Peter Alfandary's statement that "contact does not mean communication?" Draw on the latter two articles (and video) in your discussion and as you consider how these themes are relevant to your organization or field. Be sure to discuss at least one specific instance of cross-cultural communication you have observed during your internship—either among employees from different parts of the world or between employees and the organization's global stakeholders. If you feel that you have not observed any instances of these types of cross-cultural communication, reflect on the question: is cross-cultural communication restricted to people from different parts of the world or can cross-cultural communication be needed between people from the same place (explain your thinking)?

**** Paper topics are due by Wednesday of Week 5 (I will email you reminders) ****

Week 6: Informational Interview (Due Sunday, May 9)

Readings:

1. Michael E. Porter and Mark R. Kramer, "[Strategy and Society: The Link Between Competitive Advantage and Corporate Social Responsibility](#)," *Harvard Business Review*, 2006. (Paywalled—requires access to UCLA Library)
2. Devin Thorpe, "[Why CSR? The Benefits of Corporate Social Responsibility Will Move You To Act](#)," *Forbes*, May 2013.
3. Paul Polman, "[Why Sustainable Development Makes Good Business Sense](#)," *The Huffington Post*, June 2016.

Response Paper Prompt: This week you will interview a high-ranking employee in your organization. Take this as an opportunity to both learn about the field and as a chance to build your professional network. When you interview the employee, please include some questions related to, a) the skills and values needed to succeed in their field or industry, b) their own professional experience, and c) how they understand the benefit their company/field provides to society (include a question about CSR).

You do not need to submit a typed transcript of your interview, but you are strongly encouraged to take notes because you will need to summarize the responses you receive. After completing your interview, summarize what you learned.

Here are some sample questions you can include:

1. What are the main skills necessary for success in this line of work and what are the values that individuals who succeed in this line of work possess?
2. What ethical or moral obligations do we have to the people we serve (e.g. clients, constituents, customers) and to the wider community?
3. What is the most important thing I could get from this internship and what can I do to get the most from my experience here?
4. What were a few of the formative events/people in your life that helped shape you into the person you are today? What did you learn in college that applies to the “real world?”
5. Does this organization have an official statement of social responsibility? Even if it does not, what ethical or moral obligations do we have to the people we serve (e.g. clients, constituents, customers) and to the wider community? Is the organization addressing or influencing pressing global issues such as poverty, sustainability, and social justice?

Recommended UCLA Library workshop: [Finding Sources with the UCLA Library](#)

Week 7: Research Question (Due Sunday, May 16)

Response Paper Prompt: Identify and explain the research topic and specific research question you have decided to pursue for your final paper and describe how your interest in this topic has been informed by your internship experience. If you plan to petition for this course to count toward a major/minor administered by the International Institute, discuss how the topic is relevant to your degree program as well. Then find two scholarly articles relevant to your research and summarize those articles in at least 1 paragraph each. Be sure to indicate how each article could inform your paper (see the end of the syllabus for paper guidelines).

Paper Outline: At the end of your reflection, draft a “Topic Outline” of your paper & list of five sources with 1-2 sentences about how each source will help support your paper’s argument. Keep in mind that this is an initial outline, so while you should include all sections that you feel are relevant at this time, stay open to making modifications as you continue to research and learn more about your topic.

Recommended UCLA Library workshop: [Developing Research Questions and Creating Keywords](#)

Week 8: Final Paper Draft (Due Sunday, May 23)

Research Paper Draft: Please submit the following:

1. Five or more pages of your final research paper.
2. An updated outline.
3. An updated list of your sources.

Group Writing Workshop & Paper Exchange

In this week you will have the opportunity to meet in a group with me and other I A STD 195CE students in place of one of your bi-weekly meetings. The purpose of the meeting will be to share your research paper topics ideas, and arguments and ask questions. We will learn how other students are approaching different topics by listening and providing constructive feedback to each other. Students will fulfill the following steps:

1. Prepare 2-3 min oral presentation about your research topic: Think about how to present your questions, your research topic, the larger issue you would like to address, the specific issue(s) you would like to focus on, the ways in which you plan to address your topic, and how you plan to write about/structure it (follow the prompt for each Writing Workshop). In our first Group Writing Workshop, after presenting, you will receive oral feedback from your peers and myself. In our second Group Writing Workshop, besides the group oral feedback, you will receive written feedback from one of your peers.
2. Exchange Papers: After our Week 8 Group Writing Workshop you will have the opportunity to submit your draft for feedback from one of your peers. Feedback should address (a) strengths, (b) weaknesses, (c) and suggestions for moving forward. (Remember: writing is a sensitive, personal, and challenging process for many of us. Please be *sympathetic, generous, and constructive* to your classmates' writing aims, attempts, and aspirations.)

Recommended UCLA Library workshop: [Collecting and Citing Sources](#)

Week 9: Reflection (Due Sunday, May 30)

UCLA Collaboratory: Summary Report of your Internship Production

The Center for Community Engagement is launching an effort to collect data more systematically on the internship sites, activities, and production that UCLA student interns contribute to these companies and organizations. We plan to create a directory of internship sites to inspire and guide future students seeking internships. In addition, the department offering the 195CE course will review your summary report of activities and output, and select 1-5 internships to showcase on the UCLA Collaboratory, an online platform that features UCLA's community engaged work.

Assignment Details

To complete this assignment, you will be asked to share information about your internship site and your role as student intern. You will be submitting this assignment through a Google form, linked [here](#). The Google form has more specified instructions.

Response Paper Prompt: The last response paper should reflect your overall internship experience. Think critically about the tasks of you and your supervisors. What did you learn about your field? Did it meet your expectations? Would you continue on in the field? Why or why not? What did you learn about how international dynamics impact the 21st century workforce?

Week 10: Final Research Paper (Due Sunday, June 6 at 5pm)

Final Research Paper: The topic of your final paper must be approved by your Graduate Student Instructor (me) no later than Monday of Week 8. Papers that have not received approval will not be accepted. The research paper should be a thoroughly investigated, objective exploration of an aspect of your internship or field that will ultimately make an informed and analytical argument.

Length: 10 pages of writing, double-spaced, NOT INCLUDING CITATIONS!

Recommended Writing Tools:

Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/>

The Elements of Style – Strunk and White <http://www.gutenberg.org/ebooks/37134>

The Chicago Manual of Style Online: <http://www.chicagomanualofstyle.org/home.html>