

AES Internship Seminar: London

includes variable hours per week in a London internship placement

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COURSE HANDBOOK

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Course Description

The internship seminar support module offered by AES is a unique educational experience that gives you the opportunity to apply a carefully constructed support programme to your workplace experience and the social environment of the host culture, whilst also developing your professional skills and earning academic credit.

The course is a forum for you to contextualize and discuss the wider significance of your internship activities: we will therefore use a variety of formats in the regular meetings which will include lecture, discussion, presentations, and workshops. Above all, the meetings are designed to give you the unique opportunity to listen to all students accounting for their own experiences, to compare and contrast your activities with others and consider the ways in which your activities connect with the wider context of the London employment ecosystem.

Specifically, we will examine a number of **key issues** and consider how they operate in London and in the wider global community.

- The post-Covid 19 workplace
- Evolving technologies and their impact on work practices and areas of opportunity
- Social Justice
- Multiculturalism - specifically the influence of the BLM movement
- Media and Politics
- Gender and the Workplace
- The impact of AI on all aspects of working life.

Course Overview

- The course is designed to complement your internship experience by exploring contemporary issues within the scope of the internship allied to the specific range factors associated with each individual student's major.
- It is, necessarily, a medium by which the subjective and the objective must be accommodated. As such the course puts a great deal of emphasis on analysing the nature of the experience in relation to the expectations of each individual student.

Course Policy and Requirements

- The work that you perform on site should be viewed as a source of academic fieldwork for the journal notes that you submit. Whilst job performance, attendance and attitude are all important, it is the written work, presentations and participation in the Seminars and class discussion which account for the greatest portion of the grade.
- The course (seminars, lectures, activities and written work) carries the internship credit on your transcripts under two UConn courses:
 - UNIV 3991 - Interdisciplinary Internship Field Experience (one to six credits)
 - UNIV 3993 - International Study (one credit)
- For UNIV 3991, you will receive one credit for every forty hours of internship work completed, from a minimum of forty (one credit) to a maximum of two-hundred and forty (six credits).
- All students must be participating in an AES internship placement to participate on the course.

Course Objectives

- This course is designed to build, develop and document your analytical and critical thinking skills about the internship experience, and through participation, evaluate your own contribution in context.
- You will be provided with tools and theory to understand the practices of the British workplace and cultural environment so that you can then compare these with the US workplace and culture.
- Through attending the online Seminars, participating in class discussion, and applying the relevant readings and activities, you will learn about the context of the society and culture where you are interning.
- You will demonstrate a deeper understanding of the host work culture by completion of assignments that complement the discussions and lectures on the workplace and culture.
- By working collectively with other members of the group, you will develop a better understanding of the forces currently shaping your future working environment.

Learning Outcomes

At the end of the course you should have been able:

- To apply the skills obtained from your internship role and to evaluate the contributions you have made to daily operations in the organisation
- To gain in-depth knowledge of the organisation in which you work, and to reflect analytically on this in both oral and written reports
- To develop the ability to think logically and critically
- To develop skills to live and work in a globalised environment and multicultural society
- To understand the degree to which the pandemic and more recent socio-cultural forces are impacting the workplace
- To evaluate how artificial intelligence applications are likely to impact future employment practices across a wide range of environments.

Developmental Outcomes

Throughout the course and your internship experience you should demonstrate:

- responsibility & accountability
- independence & interdependence
- goal orientation
- self-confidence
- resilience
- appreciation of differences

Methodology

1. **YOUR INTERNSHIP** provides you with a unique opportunity to learn by active participation at your host organisation in order to develop your vocational skills and aptitudes, critical analytical skills, and assist your future professional development. You will be able to develop your self-confidence and your own ability to practice leadership in your workplace, as well as analyse your organisation's contribution to wider British society and economy. You will also be able to create and develop a network of international contacts to assist your future professional development
2. **THE ACADEMIC COURSE** is intended as a forum for you to connect the work which you are doing at your internship with its broader social and cultural context, and also to consider the ways in which your work activities reveal the nature of London's social and cultural - especially workplace - dynamics. There will therefore be a mixture of lecture sessions, group discussions of internship experiences and presentations, as well as reflective writing through field notes. The seminar sessions allow you to participate actively in debate and to interact with your colleagues and peers, whilst student presentations give you the opportunity to showcase your achievements and share your research findings.
3. The bi-weekly meetings throughout the programme are in the AES London Centre unless otherwise directed. It should be noted that in the UK currently, transportation is being disrupted by industrial action by all of the trades unions active in the sector. This may mean both your internship experience and your planned seminar meetings may be affected. Information concerning any alternative arrangements as needed will be provided, both by your site supervisors and your London internship support team. Further information concerning all relevant procedures will be released during orientation.

The course is interactive and collaborative and requires your active participation for you to get the best out of your seminar programme.

Assessment/Grading Policy:

PARTICIPATION IN CLASS DISCUSSION	25%
INTERNSHIP PARTICIPATION & PORTFOLIO PRESENTATION	25%
	50% (Summative)

You must complete all required components by the established deadlines. Late submission will incur a 5% per day penalty without the instructor's prior approval of extension and may result in a grade of F for UNIV 3993. For UNIV 3991, you will receive a grade of Satisfactory/Unsatisfactory (S/U) on your transcript.

Assignment Elements

- Please note the assignments accounted for here are in addition to those required by the home institution.

Generic Grade Scale

Descriptor	Alpha	UK	US	GPA
Excellent	A	75+	95+	4.0
	A-	70-74	90-94	3.7
Good	B+	66-69	86-89	3.3
	B	63-65	83-85	3.0
	B-	60-62	80-82	2.7
Average	C+	56-59	76-79	2.3
	C	53-55	73-75	2.0
Below Average / Poor	C-	50-52	70-72	1.7
	D+	46-49	66-69	1.3
	D	40-45	60-65	0.7 - 1.0
Fail	F	<40	<60	0

1. Weekly Journal & Internship Participation

(25%)

What is the weekly journal?

Your weekly journal is your record of your experience, as well as a reference point for discussion of topics such as effective research strategies, the ethics and challenges of cross-cultural internships, post-covid 19 strategies and other contemporary issues.

You will maintain a weekly journal which should address the following:

- **Your main activities and achievements** at your internship
- **Weekly summaries evaluating your performance that week, and wherever possible, your colleagues as well.** Each week you will be expected to examine a theme from your programme and account for its relevance in context.
- **Your personal experiences of the changing nature of the workplace and work activities as the consequences of the pandemic manifest themselves into a `new normal' globally.** Other contemporary pressures should be researched too. In particular the **impact AI is having on the workplace**, and just how technology may be changing....everything!

You should submit your notes to your instructor weekly, or as instructed, to the class dropbox folder. Your journals should commence from week two of the semester - they will not be graded at this stage, but may receive feedback and comments. It is strongly advised that your first journal entry should be themed as `initial impressions'. You should account for the entirety of your experience and journal entries should be uploaded in advance of each class so they can be explored as appropriate. You should aim for a couple of substantial paragraphs (c. 150-200 words) for each week of your experience. Your field notes should be considered raw material which you may draw on for your final presentation/portfolio. Your cumulative, final journal will contribute, along with your site supervisor's report, to your internship participation grade (25%).

2. Presentation: 10 minutes maximum per student (50%)

As well as writing about your chosen activities, you will have the opportunity to present on your experience to your peers. You will be asked, either singly or in groups, to showcase your internship placement and activities. These presentations are intended as a springboard for discussion. Your presentation should include, but is not limited to:

- a summary of your placement and the field in which it sits as well as its wider social, cultural and political context in the UK;
- the work done by you and your organization during the semester;
- an examination of one course theme as it relates to your workplace experience, drawing on relevant observations, course reading and wider research;
- an evaluation of the impact AI is having, or may have, upon your site`s specific work environment and its operations.

Student presentations will be assessed by how well you apply insights and contextual ideas from the course as well as the following criteria:

- Preparation and organisation
- Quality of content and analysis
- Quality of delivery, including timing
- Ability to generate effective discussion and class questions

An individual grade will be assigned to each presenter. **Each student should speak for no more than 10 minutes. Please note that this time limit will be strictly enforced.**

Please note presentations will be scheduled for weeks 5,7 and 9. The timetable will be uploaded to your dropbox folder in week 2.

3. Class Participation (25%)

In each seminar class you will be expected to contribute to class discussions and journal entries may be explored in context. This will allow each contributor to compare and contrast their experiences with their peers. The online platform used for each meeting should not be muted at any time during the class to allow for active participation from all members.

Class & online forum discussion will be assessed according to the following guidelines:

Grade	Discussion	Reading
A range	Excellent: consistent contributor; offers original analysis and comments; always has ideas on topics of the readings; takes care not to dominate discussion.	Obviously has completed all readings; intelligently uses resultant understanding to formulate comments and questions for the discussion.
B+	Very Good: frequent, willing, and able contributor; generally offers thoughtful comments based on the readings.	Has done most of the readings; provides competent analysis of the readings and applies insights from class appropriately.
B / B-	Satisfactory: frequent contributor; basic grasp of key concepts but little original insight; comments/questions are of a general nature.	Displays familiarity with some readings and related concepts, but tends not to analyze them.
C range	Poor: sporadic contributor; comments/questions betray lack of understanding of key concepts; often digresses in unhelpful ways.	Displays familiarity with few readings; rarely demonstrates analytical thought.
D / F	Very Poor: rarely speaks; merely quotes text or repeats own comments or those of others.	Little to no apparent familiarity with assigned material or application to relevant experience.

Program and Instructor Policies

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic course depends upon the absolute integrity of the work done by the student, it is imperative that a student demonstrates a high standard of individual honour in his or her scholastic work and online class behaviour.

Programme Schedule

The 5 internship seminars will follow the following schedule. Other meetings may also be arranged as needed, and additional online meetings can be arranged on demand at mutually convenient times. Do note though that it may be necessary to change programme content subject to the needs of the group - if so all will be informed and the content record changed accordingly. Please also note that there is likely to be an additional session needed after week 7 to ensure all presentations are completed before the final meeting. This additional meeting will be offered online unless it can be accommodated on an alternative day. Please also note the first meeting is planned for Tuesday 11th September at 11.00am. The timetable for all subsequent meetings will be determined in that meeting, but bi-weekly meetings are anticipated. The reason for failing to publish a definitive schedule are largely due to the expected rail strikes through Fall 2023 which may also impact routines in internships as well.

Week 1: Introduction: *Investigating the Workplace*

Introduction to the course & initial expectations

*Making the most of your experiences
Working online - some challenges to overcome
Introduction to investigative techniques
Ethical considerations
The pandemic and its impact
Governing standards at work*

ASSIGNMENT: Reading pack 1 in your dropbox folder.

Week 3: *Leadership and Communication in the Workplace*

Seminar discussion. Your internship and:

Leadership - what are the qualities of leadership that societies look for and value?
- what evidence is there that leadership is present on site?

Communication - how does the host culture value different forms of communication, and how are challenges overcome?
- what communications practices are most commonly used on site?

We will examine styles of effective leadership in different contexts & consider the applicability of these ideas to your own placements. We will also consider the significance of diverse modes of

communication (personal communication, media & web technologies) - what do we say & how do we say it? How do communication styles in the US & UK differ?

ASSIGNMENT: Ensure your journal entry explores this theme in context.

Week 5: *The post-Covid 19 world*

Presentations and discussion.

- *Initial impressions, challenges & opportunities*
- *Why are so many people still working from home?*
- *How is your site adapting to the new 'flexible' approach to work?*
- *What are the likely consequences of these changes?*
- *How the workplace has changed*
- *How work has changed*
- *Professional reflection & evaluation*

Note: Refer to dropbox for video support for this seminar.
Assignment: Reading pack 2 in dropbox.

Week 7: *Artificial Intelligence and its consequences at work, and everywhere else...*

Presentations and discussion

An examination of the workplace of the future. The discussion will begin by evaluating current trends at work and the consequences of increasing AI usage there and in the wider world. This will include an assessment of the ethical challenges facing employers, and just how society may evolve in relation to a very significant new change agent with the potential to be very dramatic indeed.

- *How is your site responding to the challenges of managing its technology/person interface.*
- *To what extent is society adapting/ changing in relation to what many perceive as more of a threat than an opportunity.*
- *How will the pace of change affect your own career progression.*
- *What are the likely consequences for those disadvantaged groups in society struggling to cope with the structural inequality now?*

ASSIGNMENT: Ensure your journal entry for this week explores any relevant issues in context.

Week 9: Gender, diversity and the UK workplace

Presentations and discussion

An examination of the continuing gap between earnings, evaluating the 'glass ceiling' effect, and studying the representation of women in job sectors, compared to the global market; what differences are perceived between employer attitudes to workers of different genders? How different is this in the US and the UK?



Good luck, and have a great internship experience!