

## COURSE SPECIFICATION DOCUMENT

<b>Academic School / Department:</b>	Department of Science, Innovation and Technology
<b>Programme:</b>	Study Abroad
<b>FHEQ Level:</b>	6
<b>Course Title:</b>	Study Abroad Internship
<b>Course Code:</b>	SITS 6602
<b>Total Hours:</b>	115
Timetabled Hours:	0
Supervised Learning Hours:	6
Independent Learning Hours:	109, with a minimum of 105 practice hours (equivalent to 3 weeks full-time on a 35-hour working week, or 7.5 weeks part-time on a 2 day working week)
<b>Credit</b>	16 UK CATS credits 8 ECTS credits 4 US credits

### **Course Description:**

The Internship is a student work placement that aims to provide students with the experience of working in a discipline-related industry. It provides students with an experiential learning opportunity in which to develop intellectual, professional, and personal skills and prepares students to function effectively in culturally diverse working environments across a range of career paths and employment sectors. Internships are supervised by faculty, and each student will also complete a series of learning activities throughout the internship. These activities are designed to help students reflect on personal development and key skills attained, the benefits gained from the internship experience, and to shape and determine goals for future career pathways.

### **Co and/or Prerequisites:**

45 Credits.

Normally open only to Study Abroad students and A minimum of at least one four-credit course must be taken alongside the internship.

### **Aims and Objectives:**

- To provide students with an experiential learning opportunity, so that they may make a more informed decision about their career pathways and ambitions.
- To enable students to understand their own strengths and weaknesses in the workplace, work with people from other cultures, and to give them confidence that they can make the step from classroom to workplace comfortably.
- To provide a background for eventual careers in fields (including work in government, international organisations, local businesses, voluntary organisations, NGOs, and the media) which require articulate, clear-thinking individuals.
- To provide a framework to assist concerned citizens to think critically about issues that are of increasing importance in the 21<sup>st</sup> century.
- To promote critical engagement with a wide range of literature, and the development of both a succinct writing style, and the ability to present complex arguments orally.

### **Programme Outcomes:**

6DI; 6DII; 6DIII

A detailed list of the programme outcomes are found in the Programme Specification. This is located at the archive maintained by Registry and found at:

<https://www.richmond.ac.uk/programme-and-course-specifications/>

### **Learning Outcomes:**

By the end of this course, successful students should be able to:

- Demonstrates the communication skills needed to plan and manage for a workplace context and a range of audiences, and to engage in group work in a professional environment.
- Demonstrates the ability to formulate, synthesise and effectively articulate arguments potentially incorporating competing perspectives, concepts and evidence in a range of formats and media as appropriate to a professional context.
- Demonstrates the ability to act with minimal direction or supervision, to engage in self-reflection, use feedback to analyse own capabilities, appraise alternatives, and plan and implement actions.
- Demonstrate entrepreneurial education in the form of skills and practices that translate directly into employment, ideally in the form of work that contributes to a portfolio.

### **Indicative Content:**

- Critical reflection on the internship experience.
- Exploration of the range of disciplinary-related career pathway possibilities.
- Practical work related to the specific internship placement.

- Communicating within a professional context.

**Assessment:**

This course conforms to the University Assessment Norms approved at Academic Board and located at: <https://www.richmond.ac.uk/university-policies/>

**Teaching Methodology:**

This course is a work-placed learning experience with faculty supervision. Work activities are monitored closely by the instructor and/or supervisor in order to ascertain student engagement. Students are encouraged to play an active and reflective part, to raise questions, follow-up ideas and interact with their work environment and colleagues.

**Indicative Text(s):**

- Cottrell, S. (2021) *Skills for Success*. 4th ed. London: Bloomsbury.
- Eijkelenboom, G. (2020) *People Skills for Analytical Thinkers*. Amsterdam: Mindspeaking.
- Hooley, T. and Grant, K. (2017) *Graduate Career Handbook*. Bath: Trotman Indigo.
- Johnson, K.W. (2022) *Business and management internships improving employability through experiential learning*. London: Routledge.
- Moon, J. (2006) *Learning Journals: A Handbook for Reflective Practice and Professional Development*. 2nd ed. London: Routledge.
- Rook, S. (2015) *Work Experience, Placements and Internships*. London: Palgrave Macmillan.
- Rook, S. (2025) *The Graduate Career Guidebook: How to Work out What You Want to Do – And Achieve Your Goals*. London: Bloomsbury.
- Sweitzer, H.F. and King, M.A. (2019) *The successful internship: Personal, professional, and civic development in experiential learning*. Boston, MA, USA: Cengage.

See syllabus for complete reading list.

**Change Log for this CSD:**

Nature of Change	Date Approved & Approval Body (School or AB)	Change Actioned by Registry Services
First edition - November 2024		