COURSE SPECIFICATION DOCUMENT

Academic School/Department: School of General Education

Programme: MA Language Education Leadership and Management,
MA in Applied Linguistics: Language Teaching

***FHEQ* Level:**   **7**

Course Title: Internship

Course Code: LED 7902

Course Leader: George Xinghseng Zhang

Student Engagement Hours: 200
Lectures and seminars: 0
Tutorials and workshops: 5
Independent / Guided Learning: 195

Semester: Summer

Credits: 20 UK CATS credits
10 ECTS credits
4 US credits

Course Description:
This course consists of a work placement of between three to five days a week over a period of between nine and thirteen weeks (depending on the requirements of the host organisation). Students will be placed in an organisation where they will be able to participate in graduate level experiential learning in order to develop the practical skills and professional experience which will prepare them for employment in the field of language teaching and language teaching management. For MA in Language Teaching, internship opportunities may exclude direct language teaching in certain sponsoring organisations but are all related to language learning and teaching. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and the MA internship faculty supervisor work closely with each student and with the organisation to ensure that the placement is a successful one.

Prerequisites:
MA in Applied Linguistics: Language Teaching: LED 7100, LED 7105, LED 7110 , LED 7115, LED 7120, LED 7125

MA in Language Education Leadership and Management: FNN 7102, LED 7100, LED 7105, LED 7120, MGT 7110, MGT 7135

Aims and Objectives:
- To provide students with an opportunity to participate in graduate-level experiential learning
- To develop the hands-on skills needed for a particular professional environment
- To prepare students for work in the field of language teaching and language teaching management
- To enable in depth reflection on work experience and possible future career paths
- To enable the consideration of the application of theoretical academic knowledge within a professional context
- To develop students' professional communication skills

Programme Outcomes:
A1-A8; B1-B8; C1-C7 and D1-D8

This is located at the archive maintained by the Academic Registry and found at: http://www.richmond.ac.uk/programme-and-course-specifications/

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

- deploy the skills and experience required to work in the field of language teaching and language teaching management

Indicative Content:
- critical reflection on the internship experience
- the range of career pathways possible within the field of language teaching and language management
- hands-on skills within a specific sector of the field of language teaching and language management
- writing within a professional context
- verbal communication and presentation skills within a professional context
- how to approach the search for an internship

Assessment:
The internship is assessed according to the internship assessment norms of the university at level 7 found at: https://www.richmond.ac.uk/wp-content/uploads/2015/04/ALL-ASSESSMENT-NORMS-CATEGORIES-with-descriptions.pdf

Journal

Every student is required to keep a critically reflective journal. It should be used to record and examine reflections on activities, events, working styles and relationships in the workplace. Issues of management, communication and the student's role in the workplace are all to be discussed. The examination of this experience serves as a tool for deeper learning, as well as a record for later recollection and use. Interns are expected to 'take ownership' of their journals and adapt the questions to individual settings and experience. Sustained professional and personal comments, analysis and ideas are expected to be noted in this journal.

Internship Reflection: Oral Presentation

Drawing upon their internship experience and the information they have gained from working alongside colleagues, students are asked to assess their own academic and professional path. Students are expected to prepare a professional presentation showing understanding of their host organizations and ability to critically analyse the intern's place within the organization. The presentation should demonstrate excellent public speaking skills and use of audio visual material, together with supporting documentation.

Teaching Methodology:

'Experiential Learning involves direct encounter with the phenomena or discipline being studied and the learning is achieved through reflection upon the everyday experiences' (Houle 1980). The Internship program utilizes these ideas and assists students in the process of self-learning with support from a faculty supervisor. Faculty supervision will be in a combination of meetings, correspondence through email, and assessment of written work.

Bibliography:

Brennan, J. & Little B. 2002. *A Review of Work Based Learning in Higher Education* London: Prentice Hall

Cottrell, S. 2003. *Skills for Success*. London: Palgrave.

Fanthome, C. 2004. *Work Placements: A Survival Guide for Students*. London: Palgrave Macmillan

Little B. 1998. *Developing Key Skills through Work Placement,* Council for Industry & H E

Moon, J. 2006. *Learning Journals: A Handbook for Reflective Practice and Professional Development*. London: Routledge

Steffes, J. S. 2004. 'Creative Powerful Learning Environments beyond the Classroom', in *Change* 34(3), pp46-51.

Varner, I.I. & Palmer, T.M. 2005. 'Role of Cultural Self-Knowledge in Successful Expatriation', in *Singapore Management Review* Vol 27 Issue 1, pp1-26.

Please Note: The core and the reference texts will be reviewed at the time of designing the semester syllabus

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Change Log for this CSD:

Nature of Change	Date Approved & Approval Body (School or AB)	Change Actioned by Academic Registry