



## UNIV 333-K01: MK Leadership Internship

<https://catalog.gmu.edu/courses/univ/>

### Internship Site

George Mason University Korea  
Office: N-Lingual

### Supervisor

Hyang Lee (이향, 李香)  
Email: hlee52@gmu.edu

### Office hours

MW 2:00-4:30 PM

by appointment using the link below

<https://mason360.gmu.edu/meetings/2507011/Korean>

Office #G642

### Prerequisite

During the semester before enrollment, specific arrangements need to be made and approved by the supervisor.

### Course Description

MK Education Leadership offers working opportunities for students pursuing peer mentors through an N-Lingual approved by Mason Korea. Students can learn and put into practice leadership approaches and strategies. In addition, they become familiar with communication tools and campus resources that will enable them to mentor fellow students successfully. Students work on-site at least 50 hours over the 15 weeks semester (3-4 hours a week). Only repeatable with the supervisor's approval.

### Student Learning Outcomes (SLO)

A student who successfully completes this course will have the opportunity to:

1. Leadership: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. Assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
2. Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with peer interns, and time workload management, and understand the impact of non-verbal communication on professional work image.
3. Teamwork/Collaboration: Build collaborative relationships with peer interns representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Work within a team structure and can negotiate and manage conflict.

4. Digital Technology: Leverage existing digital technologies ethically and efficiently to complete tasks and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.

### Student Evaluation

Participation and engagement	Mid-term Workshop	Final Presentation	Final Report
60%	10%	10%	20%

Final grades will be assigned based on the percentage points earned in the overall course

<b>A+:</b> 96.6-100%	<b>A:</b> 92.6-96.5%	<b>A-:</b> 89.6-92.5%
<b>B+:</b> 86.6-89.5%	<b>B:</b> 82.6-86.5%	<b>B-:</b> 79.6-82.5%
<b>C+:</b> 76.6-79.5%	<b>C:</b> 72.6-76.5%	<b>C-:</b> 69.6-72.5%
<b>D+:</b> 59.6-69.5%		
<b>F:</b> 0-59.5 ( <i>failing grade</i> )		

### Internship Orientation (Mandatory):

Students must participate in pre-orientation (/workshops) for internship.

### Participation and Preparation

The student must formulate four learning objectives and turn in monthly timesheets signed by the supervisor. The supervisor will evaluate every attendance, preparedness, and internship performance. Appropriate attire and professional communication skills are expected.

### Midterm Workshop

In the middle of each internship, a supervisor and students need to have an online workshop. Students report their working conditions, accomplishments and challenges, and specific job skills during this workshop, and a supervisor provides constructive feedback to continue the internship successfully.

### Final Presentation

Each student needs to present their findings in the workplace and reflection.

### Final Report (Teaching Report)

Each student is required to turn in a final written report.

The written report is to be a minimum of 4 to 5 double-spaced pages of college-level work. The report is due **on the last scheduled day of classes** in the semester schedule.

The report to contain (but isn't limited to) the following:

1. A brief overview of what you did during the internship period.
2. Comments on your original learning objectives and a review of how successful you realized them.
3. A brief discussion of problems encountered during your fieldwork and how you tried to solve each.

### **[DISABILITY SUPPORT SERVICES (DSS) STATEMENT]**

If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Academic Affairs at 032-626-5060 or Office of Disability Services (ODS) at <http://ods.gmu.edu>. We want to accommodate your challenges and encourage your academic success.

### **[HONOR CODE]**

George Mason University has an Honor Code, which requires all members of this community to maintain the highest standards of academic honesty and integrity. Cheating, plagiarism, lying, and stealing are all prohibited.

All violations of the Honor Code will be reported to the Honor Committee. Students are expected to follow the George Mason Honor Code. Please read the Honor Code in the University Catalog.

### **[ACADEMIC INTEGRITY STATEMENT]**

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Integrity Committee. (Academic Integrity's website: <http://masonkorea.gmu.edu/mkaa/cai>).

### **[CRITICAL INCIDENT MANAGEMENT]**

George Mason University Korea expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Academic Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, and/or inhibits students' ability to learn.

### **[GMU Nondiscrimination Policy]**

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, or age. GMU shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. Title IX - Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking. As a faculty member, Professor Hyang Lee is designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason Korea's Deputy Title IX Coordinator pursuant to University Policy 1202 and 1412. If you would like to speak confidentially with the Mason Korea counselor, please see <https://masonkorea.gmu.edu/resources-and-services/counseling-and-wellness> for more information. For more information about what Title IX is, please see <https://masonkorea.gmu.edu/resources-and-services/title-ix>.

### **[GMU Email Account]**

Students must activate their Mason email account and check it regularly. For privacy reasons, all class-related emails will be sent only to students' official GMU email address.

## INTERNSHIP TIME SHEET

[illegible]

Total Hours\_\_\_\_\_ (Please copy this sheet as needed to record ALL hours at internship site)

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Student's signature
Date

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_