GLOA 495: Global Experiential Learning

George Mason University Korea
Spring 2022
Office Hours: TBA

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Office: #G 655

Course Description

This course is a 3-credit undergraduate course. The course covers a variety of possible activities, but its primary purpose to provide credit to students who participate in an academic internship in a global setting. An internship in a global setting includes sites either outside the United States or in institutions involved in global, international, or regional issues. In addition to work completed at the internship site, interns are required to complete academic assignments.

Course Requirements

- Work a minimum of 135 hours over a minimum of 8 weeks
- Meet with faculty internship advisor two times
- Develop a learning contract including learning objectives and strategies for achieving objectives
- Maintain a daily journal that documents the work experience
- Write a paper proposal and final paper
- Interview 1 person at your work

How to Register

1. Start looking for an internship site early. Each student is responsible for finding his/her own internship placement and make arrangements for working with the agency. To find an internship, Career Development Center (CDC, https://masonkorea.gmu.edu/career-services/overview) is available.
2. Once a few internship possibilities are found, apply for the internships in those organizations. The letter and application forms should be sent by the student to the agency when inquiring about the internship. Consulting with the professor or CDC is highly recommended.
3. Submit an application for approval to enroll in GLOA 495 to the professor of this course for review. Start here; https://gmu.az1.qualtrics.com/jfe/form/SV_7V3NIQ13zqZ2eB7
4. The professor of this course, upon review and approval of the proposal, will give the student the necessary permission and paperwork (an Individualized Section form) you will need to take to the Registrar’s office to register for GLOA 495.
5. For more information, visit here: https://masonkorea.gmu.edu/advising-and-course-registration/for-credit-internship/gloa-495-global-experiential-learning
Assignments Description

**Daily Journal Entries (25%)**: Students must journal their internship experiences. The journal is seen as a way to make sense of the internship on a continual basis. The journal is not an activity log detailing mundane tasks, but rather an ongoing critical reflection on key moments in the work experience that connect to broader themes learned in other Global Affairs courses. The daily journal will be submitted via Blackboard.

**Proposal (5%)**: Students are expected to study thoroughly about their arranged workplace before they start internship. In doing so, students must submit a 2-page proposal early in the semester that investigates an activity, issue, or project in their organization in light of Global Affairs. In the proposal, discuss the workplace you have selected, the relevance of the work to your major, expected outcome of your work. The proposal is due by 11th Mar.

**Workplace Interview Paper (10%)**: Interview 1 person in your organization/office. The interview plan including questions should be submitted to the professor no later than 29th April. After completion of the interview, submit a 2-page reflection paper. Discuss the submission date with the professor.

**Final Report (20%)**: Your final report will contain a discussion of findings in workplaces, discrepancies between theories and practices, applicability of acquired knowledge, and suggestion for future career paths. Details regarding the content and format of the final paper will be discussed. The final report is due by 7th Jun.

**Workplace Evaluation (40%)**: Your workplace sponsor will submit an evaluation grading your internship performance and also confirm hours worked on the time sheet. The form will be directly sent to the sponsor. They should return the forms to your professor directing your internship.

**Grading Scale**

Grades will be calculated on a non-curved A-F scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>(97.0-100.0)</td>
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<tr>
<td>A</td>
<td>(93.0-96.9)</td>
</tr>
<tr>
<td>A-</td>
<td>(90.0-92.9)</td>
</tr>
<tr>
<td>B+</td>
<td>(87.0-89.9)</td>
</tr>
<tr>
<td>B</td>
<td>(83.0-86.9)</td>
</tr>
<tr>
<td>B-</td>
<td>(80.0-82.9)</td>
</tr>
<tr>
<td>C+</td>
<td>(77.0-79.9)</td>
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<tr>
<td>C</td>
<td>(73.0-76.9)</td>
</tr>
<tr>
<td>C-</td>
<td>(70.0-72.9)</td>
</tr>
<tr>
<td>D</td>
<td>(60.0-69.9)</td>
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<tr>
<td>F</td>
<td>(less than 60)</td>
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</tbody>
</table>
University Policies and Resources

a. **Academic Honesty:** You are expected to be familiar with and abide by the University’s Honor Code. The Code can be found [here](#). It is your responsibility to see me if you have questions about these policies. George Mason University has an honor code that states the following:

“To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this Honor Code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.”

b. **Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:** As a faculty member, I am 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](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](https://masonkorea.gmu.edu/resources-and-services/title-ix).

c. **Students must follow the university policy for** [Responsible Use of Computing](#).

d. **Student services:** The University provides range of services to help you succeed academically and you should make use of these if you think they could benefit you. I also invite you to speak to me (the earlier the better).

e. **Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.**

f. If you are a student with a disability and need academic accommodations, I invite you to talk to me at the beginning of the semester so that we can talk about a plan to best meet your needs. Please note that accommodations MUST BE MADE BEFORE assignments or exams are due. I cannot adjust your grade after the fact.

g. **Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.**

h. **Diversity:** George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.
COVID-19 Guidelines and Instructions: Spring 2022

In the interest of everyone’s safety, students and faculty must follow these guidelines during the semester.

1. Use the basement entrance to enter and exit Mason’s building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.
2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.
3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.
4. Observe these rules at all times during the class period and while in Mason’s building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.
5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.
6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.
7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.
8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.
9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.
10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.