



KORE 490: Internship in Korean Studies

Department of Modern and Classical Languages

TIME AND CLASSROOM

Office hour: TR 2:30-5:00 PM

by appointment using the link below:

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

Office: G642

INSTRUCTOR

Hyang Lee (이향, 李香)

Email: hlee52@gmu.edu

Prerequisite

KORE 202; appropriate placement score; or permission of instructor.

Course Description

Internship in Korean Studies offers working opportunities for students who are pursuing either the Minor in Korean Studies or the Major in Concentration in Korean, Foreign Languages to engage with real Korean speaking world. Students can experience working in the university's office using Korean with Korean native speakers. Students work on site at least 45 hours for each credit and specific arrangements need to be made with, and approved by, a member of the Korean faculty during the semester prior to enrollment.

Recommended Course Materials

비즈니스 한국어 1~2 (세종학당재단)

비즈니스 한국어 [Business Korean] (연세대학교 출판부)

<https://jobs.goabroad.com/search/south-korea/jobs-abroad-1>

<https://targetjobs.co.uk/careers-advice/working-abroad/341528-working-in-south-korea>

<https://www.quora.com/What-is-it-like-to-work-in-South-Korea>

<http://english.seoul.go.kr/life-information/work/employment/1-scope-of-activities-and-employment-for-foreigners-in-korea/>

<http://www.expattarrivals.com/asia-pacific/south-korea/working-south-korea>

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.

| Grade | Percentage | Grade | Percentage |
|-------|------------|-------|------------|
| A+ | 97–100 % | C+ | 77–79 % |
| A | 93–96 % | C | 73–76 % |
| A– | 90–92 % | C– | 70–72 % |
| B+ | 87–89 % | D+ | 67–69 % |
| B | 83–86 % | D | 63–66 % |
| B– | 80–82 % | D– | 60–62 % |
| | | F | 0–58 % |

Internship Orientation: (16th Aug, 10:30 PM- 11:30 via zoom)

Participation and Preparation

Students are expected to study thoroughly about their arranged workplace before they start internship. A student's supervisor will evaluate every attendance, preparedness, and internship performance at the site. An appropriate attire and professional communication skills are expected.

Midterm Workshop (28th Oct.)

In the middle of each internship, a faculty member and students need to have an online workshop. During this workshop, students report their working condition, accomplishment and challenges, work-related languages, and specific job skills and a faculty member gives constructive feedback to continue internship successfully.

Final Presentation (25th Nov.)

Each students need to present their findings in work places, discrepancies between theories and practices, applicability of their acquired knowledge, and suggestion for future internship-related career paths.

Final Report (Portfolio) (Draft: 3rd Dec. / Submit: 11th Dec.)

Upon finishing internship, students are expected to submit 7-8 pages report about their internship experiences.

[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.

Special Syllabus Supplement for COVID-19:

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

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.

Date _____

Modern and Classical Languages

PORTFOLIO GUIDELINES

*All students enrolled in an internship **MUST** document their learning by completing a portfolio, in addition to other requirements specified by the faculty internship advisor. Please use the following information as a guide throughout your internship so that you will be ready to submit, in person, the portfolio at the end of your internship. Your final portfolio should be submitted to your faculty advisor sponsoring your internship.*

What is an internship portfolio?

An internship portfolio is a collection of materials assembled by the student intern to demonstrate the knowledge and skills acquired through a particular set of experiences. By documenting their experiences, students focus on assessing their successes and failures as part of the life-long nature of learning. By reflecting on their experiences, students prepare themselves to take the next step toward their learning objectives. The portfolio should follow closely the cycle of learning itself: **planning, doing, observing, and reflection.**

Why develop an internship portfolio?

Your Internship Portfolio is the capstone experience of the internship and will provide substantial documentation of the learning for which you are earning credits. You might think of the portfolio as an ongoing formative plan in which you set goals, document evidence of goal attainment, analyze and reflect on changing knowledge, identify areas for improvement and establish additional directions for continued growth. This project should help you move beyond “here is what I have done” to “here is what all this means” for your learning goals. You will substantiate your claims for learning through reflection and explanation, but also assume responsibility for charting a future course for growth and learning. Specific reasons for completing the portfolio include:

- To assess your learning
- To document your progress
- To connect your work experiences with your knowledge base
- To encourage reflection on personal and academic goals

- To provide evidence of performance
- To document acquisition of specific skills or knowledge
- To record your intellectual and personal growth
- To prepare yourself for the next learning step

What must be included in the portfolio?

Although the portfolio is a creative product documenting your learning in the internship, the following structure should be followed:

1. An outside front cover [your name, semester, internship site]
2. Title Page [name, date, semester, faculty internship advisor]
3. Table of Contents [with page or section numbers]
4. Introduction
 - a. Introductory Essay on why you planned this internship [2 pages]
 - b. Job or Internship Description [1 page]
 - c. Organizational description and other materials
 - d. Internship Contract
5. Documentation of Learning (place each item in context; relate to concentration courses and theory where appropriate)
 - a. Internship Time Sheet
 - b. Samples of internship work, affirmations, or honors
 - c. Revised Resume [incorporating your newly completed internship]
 - d. Sample Cover Letter [showing how you would present yourself for the next internship/job]
 - e. Upload the Revised Resume and CV on LinkedIn (linkedin.com) and add your page link on the Resume.
6. **Reflective Integrative Essay: a minimum of 2000 words written component that includes citations from scholarly literature related to your concentration field.**
7. Excerpts from journal entries written while completing the project references to observations of and/or interviews with people who have expertise related to the project topic, feedback from other individuals relative to the on-going development of the end product, etc.
8. Bibliography [annotated list of professional and academic readings]
9. Assessment of the Internship Placement Site