

## Modern Language Center (MLC)

### (AM/INTS 350) Professional Internship Seminar

**Course Title:** (AM/INTS 350) Professional Internship Seminar

**Total Hours:** 22.5 contact hours + 120 placement hours

**Recommended Credits:** 3

**Primary Discipline / Suggested Cross-Listings:** Internship / Professional Studies

**Language of Instruction:** English

**Prerequisites:** None

### Course Description

This course provides a structured and academically grounded framework for students completing a professional internship in Jordan. Through guided reflection, analytical writing, career development activities, and supervised field experience, students integrate workplace learning with academic inquiry.

Students engage in meaningful tasks that contribute to the mission and goals of their host organization. The course emphasizes intercultural adaptability, professional communication, problem-solving, and the ability to articulate transferable skills across global contexts.

By connecting daily workplace experiences to course themes—including leadership, organizational culture, communication styles, and professional identity—students gain the competencies needed to excel in culturally diverse professional environments.

### Objectives

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

- Demonstrate a nuanced understanding of workplace expectations in Jordan.
  - Analyze cultural communication styles, teamwork dynamics, and leadership models.
  - Apply the National Association of Colleges and Employers (NACE) competencies in reflective and professional tasks.
  - Critically compare professional norms in the host country with their home context.
  - Produce professional documents that effectively reflect internship learning outcomes.
- Articulate career goals using insights gained from intercultural internship experience.

## Course Requirements

Active participation is essential. Students must attend all classes, field sessions, and scheduled meetings with instructors. Internship hours must be documented through signed work logs.

### Assignments include:

- **Participation:** Engagement, discussion, preparation, check-ins.
- **Internship Performance:** Weekly hours, professionalism, supervisor evaluations, completed work logs.

**Written Reflections (5):** 350-word analytical reflections connecting workplace experience with course themes.

- **Professional Resume & Profile:** Updated materials incorporating internship competencies.
- **Mock Interview:** Paired practice interview submitted per instructor guidelines.
- **Final Presentation:** 10–15 minute case study analysis of the internship placement including insights, challenges, and skill development.

## Grading

**Participation:** 20%

**Internship Performance:** 20%

**Written Reflections (5):** 25%

**Professional Resume & Profile:**

5% **Mock Interview:** 5%

**Final Presentation:** 25%

## Readings

Readings include curated excerpts on experiential learning, workplace culture, communication, leadership, and career development. Materials support the integration of NACE career readiness competencies and reflective practice.

## Additional Resources

Supplementary resources may include:

- Guides on resume writing, LinkedIn profiles, and professional branding
- Articles on leadership, workplace culture in Jordan, and intercultural communication
- Research on youth employment and professional networks in Jordan

These resources support students in connecting academic frameworks to real-world professional experiences.

## Outline of Course Content

### Topic 1 – Internship Orientation

- Overview of placements, responsibilities, forms, expectations

### Topic 2 – Career-Integrated Learning

- NACE competencies, leadership, communication, career development

### Topic 3 – Professional Workplace in Jordan

- Sectors overview, workplace expectations, journaling, goal-setting

### Topic 4 – Culture & Communication

- Etiquette, hierarchy, gender, business culture, communication patterns

### Topic 5 – Leadership in the Workplace

- Leadership models, organizational charts, management behaviors

### • Topic 6 – Professional Branding

- Resume, profile development, networking, informational interviews

### Topic 7 – Power Structures in Jordanian Workplaces

- Tribalism, gender issues, Wasta, organizational culture

### Topic 8 – Final Presentations

Analysis, reflection, skill articulation, case study presentation

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