

GLOB6002

Global Professional Experience

SCU	4 credits
Contact Hours	40 hours per week for 6 to 8 weeks
Pre-requisite(s)	None

Course Information

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Syllabus

1. Course Description

This course provides international students the opportunity to work in Indonesia in order to gain international understanding, apply their academic knowledge and gain professional skills in Indonesian working environment. The student will be placed in one of the corporate or NGO partners of BINUS UNIVERSITY or within one of the corporate departments of BINUS UNIVERSITY.

2. Learning Outcomes

The learning outcomes indicates what students are expected to be able to do by the end of the course, which may cover knowledge, technical and soft skills pertaining to the course given.

Upon successful completion of this course, students are expected to be able to:

1. Explain work culture in Indonesia
2. Describe the challenges of cross cultural environment
3. Apply the skills and knowledge learned in class in a work setting
4. Demonstrate proper oral and written communication in work environment
5. Illustrate proper professional skills in multicultural environment
6. Analyze the value of internship in a multi-cultural environment

3. Course Structure

Activities	Timeline	Venue
Orientation	One day before first day of internship	BINUS UNIVERSITY, Anggrek Campus
Internship	40 hours a week, 5 days a week, 6-8 weeks*	Host institution
BINUS supervision**	Once a week	Online or on-site
Host institution supervision	As per host institution schedule	Host institution
Feedback session	One day after the end of the internship	BINUS UNIVERSITY – BINUS Global, Anggrek Campus, Room 330

* Student will follow the working hour of their host institution for the time of their internship. In Indonesia, the official working hours are 40 hours a week, 5 days a week.

** The weekly consultation/supervision with the lecturer-in-charge will be advised on the 1st week of the internship. Please make a full use of this opportunity to ask questions or discuss things related to the corresponding course.

4. Course Requirements

The student should have:

- a. Completed at least three semester at undergraduate level in its home institution
- b. Good academic standing

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- c. Good English proficiency
- d. Filled out the Internship Application Form from BINUS UNIVERSITY
- e. Successfully passed the interview with BINUS Career Center

5. Text and Other Resources

- Basri, Chatib. & Van der Eng, Pierre. (2004). *Business in Indonesia: New Challenges, Old Problems*. Singapore: ISEAS (BINIC)
- Bhasin, Balbir.B. (2010). *Doing Business in the ASEAN Countries*. Taiwan: Business Expert Press (DBAC)
- Lall, Ashish. *Facets of Competitiveness: Narratives from ASEAN*. Singapore: World Scientific Publishing. Co.Pte. Ltd. (FCNA)

6. Assessment

6.1. Assessment Summary

The assessment for the defined course learning outcomes will be conducted throughout the course as detailed in Section 6.4. The assessment summary and alignment between the assessment tasks and the course objectives is defined in the table below. A list of assessment rubrics used will also be provided, indicating the assessment standards and criteria that a student can follow to succeed in this course.

No.	Components	Percentage	Learning Outcomes
1.	BINUS Evaluation Form – Faculty Supervisor	20%	LO 4, 5, 6
2.	BINUS Evaluation Form – Site Supervisor	40%	LO 3, 4, 5
3.	Internship Report	40%	LO 1, 2, 3, 4, 6
Total		100%	

6.2. Course Policies

To optimise learning experience, students are expected to:

- Attend every activity in point 3
- Attend every working day on time
- Maintain a very high standard of personal appearance and/or any uniforms required by the host institution
- Follow the host institution regulations
- Keep contact with both supervisors at any time

Any misconduct might be subject to report to home institution and the termination of the internship.

6.3. Submission and Collection of Assessment

In regards to the given assignments, students are expected to submit the assignment by the given due date since a late submission will not be accepted unless the students can present a legitimate document to the lecturer. Please refer to Binus regulation for a legitimate document for absenteeism to define a legitimate document for the assignment submissions.

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6.4. Assessment Description

6.4.1. Assessment 1: BINUS Evaluation Form – Faculty Supervisor

BINUS Evaluation Form – Faculty Supervisor includes the following components:

No.	Aspect/Component	%	Score*	Total (% x Score)
1	Comprehension of business field(s) of the institution	12		
2	Comprehension of business processes and unit roles where the student is doing the internship	12		
3	Accomplishment of the Learning Objectives: Application of academic knowledge	20		
4	Accomplishment of the Learning Objectives: soft skills	20		
5	Accomplishment of job assignments	20		
6	Benefit obtained for student's career development	16		
Total Score		100		

Score: 0 – 100

6.4.2. Assessment 2: BINUS Evaluation Form – Industry/Site Supervisor

BINUS Evaluation Form – Site Supervisor includes the following components:

No.	Aspect/Component	%	Score*	Total (% x Score)
1	Integrity	14		
2	Punctuality	14		
3	Expertise based on educational background	12		
4	Knowledge of interdisciplinary area	8		
5	Teamwork	10		
6	Communication skills	14		
7	Problem solving skills	10		
8	IT skills	8		
9	Self management	10		
Total Score		100		

Score: 0 – 100

6.4.3. Assessment 3: Internship Report

This is an individual written report. Students should submit one copy of internship report to BINUS UNIVERSITY and one copy to the host institution. This report should be submitted at the latest two weeks after the internship period finish.

By the end of the internship period, student writes an internship report (10-15 pages, Font-size: 11 pts, Times New Roman, 1.5 spacing) to describe his/her internship experience. Please refer to the scoring rubric to see how the report will be assessed.

The expected outline of the report:

I. Cover

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II. Disclosure

It is a statement page from supervisor showing that he or she has reviewed the internship report and all information enclosed is correct. This page includes company name, supervisor's name, address, phone number and signature.

III. Executive Summary

One page of concise summary to cover the main points of the internship report.

IV. Company Description

This part should include short introduction of the company origin, history, business field, size (e.g. number of people, turn over, physical location, sales, etc.).

V. Job Description

Describe the job title, responsibilities, including specific tasks that were performed during the internship.

VI. Assignment or Project Report

This is a detail description of the assignments or projects given during the internship.

- Cultural Challenges:** Description of Indonesian culture at work and the challenges faced during your project. If you worked in a team, what major role you played in the team and what challenges you faced (cultural differences, language, skills).
- Method:** Describe how you have encountered the below challenges? Have you tried to learn by yourself? Asked friends for advices? Discussed with your co-workers? Explain.
- Results:** What was the best way to make the work done and to work in a team? What are the results of your project is it successful? If not, why not?

VII. Self Reflection about your learning experience:

- Technical skills (language, skill related to your academic expertise, or related to the project you were involved)
- Soft skills (teamwork, culture, communication, problem solving)

VIII. Conclusion and Recommendation

One page conclusion and suggestion to perform better in your future job.

IX. Appendices (including Log Book and referencing)

BINUS internship report is assessed based on the following components:

No.	Components	%	Score*	Total (% x Score)	LO
1	Disclosure	5			4
2	Executive Summary	10			1
3	Company Description	5			4
4	Job Description	10			4
5	Assignment or Project Report	25			2-3
6	Self Reflection about your learning experience	30			1-2
7	Conclusion and Recommendation	10			1-6

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8	Appendices (including Log Book)	5		4
	TOTAL	100%		

Score: 0 – 100

6.4.4. The Grade Band Criteria

The Grade Band Criteria are defined as follows.

Grade	Label	Weight	Score	Grade Description
A	Excellent	4	90 – 100	Student has completed all requirements of the course work outstandingly and exceptional additional work at the highest standard. Student has demonstrated an outstanding level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes and achieved these learning outcomes at the highest level.
A-	Exemplary	3.67	85 – 89	Student has completed all requirements of the course work and outstanding additional work at a highly advanced standard. Student has demonstrated an exemplary level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes and achieved these learning outcomes outstandingly.
B+	Very Good	3.33	80 – 84	Student has completed all requirements of the course work and significant additional work to a high quality. Student has demonstrated a significant level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes and achieved these learning outcomes well.
B	Good	3.00	75 – 79	Student has completed all requirements of the course work and considerable additional work at a good standard. Student has demonstrated a good level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes and achieved these learning outcomes well.
B-	Above Average	2.50	70 – 74	Student has completed all requirements of the course work and considerable additional work at an above-average standard. Student has demonstrated a sufficient level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes.
C	Average	2.00	65 – 69	Student has completed all requirements of the course work and demonstrated a satisfactory level of knowledge/ understanding/ competencies/skills as specified in the learning outcomes.
D	Low Pass	1.00	50 – 64	Student has completed the minimum requirements of the course work and demonstrated a minimum level of knowledge/ understanding/ competencies/skills required to meet the specified learning outcomes.
E/F	Fail	0	0 – 49	Student is unable to demonstrate the completion of the minimum requirements of the course work and the attainment of a minimum level of knowledge/ understanding/competencies/skills required to meet the

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				specified learning outcomes.
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7. General Information

Students are required to be familiar with the BINUS UNIVERSITY Code of Conduct (please refer to [Tata Tertib Kehidupan Kampus](#)), and to abide by its terms and conditions.

7.1. Academic Misconduct

Please refer to the Code of Conduct for definitions and penalties for Academic Misconduct, plagiarism, collusion, and other specific acts of academic dishonesty.

Academic honesty is crucial to a student's credibility and self-esteem, and ultimately reflects the values and morals of the University as a whole. A student may work together with one or a group of students discussing assignment content, identifying relevant references, and debating issues relevant to the subject. Academic investigation is not limited to the views and opinions of one individual, but is built by forming opinion based on past and present work in the field. It is legitimate and appropriate to synthesize the work of others, provided that such work is clearly and accurately referenced.

Plagiarism occurs when the work (including such things as text, figures, ideas, or conceptual structure, whether verbatim or not) created by another person or persons is used and presented as one's own creation, unless the source of each quotation or piece of borrowed material is acknowledged with an appropriate citation.

Encouraging or assisting another person to commit plagiarism is a form of improper collusion and may attract the same penalties.

To prevent Academic Misconduct occurring, students are expected to familiarize themselves with the University policy, the Subject Outline statements, and specific assignment guidelines. Students should also seek advice from Subject Leaders on acceptable academic conduct.

7.1.1. Guidelines to Avoid Plagiarism

Whenever you copy more than a few words from any source, you must acknowledge that source by putting the quote in quotation marks and providing the name of the author. Full details must be provided in your bibliography.

If you copy a diagram, statistical table, map, etc., you must acknowledge the source. The recommended way is to show this under the diagram. If you quote any statistics in your text, the source should be acknowledged. Again full details must be provided in your bibliography.

Whenever you use the ideas of any other author you should acknowledge those, using the APA (American Psychological Association) style of referencing.

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Students are encouraged to co-operate, but collusion is a form of cheating. Students may use any sources (acknowledged of course) other than the assignments of fellow students. Unless your Subject Leader informs you otherwise, the following guideline should be used:

Students may work together in obtaining references, discussing the content of the references and discussing the assignment, but when they write, they must write alone.

7.1.2. Referencing for Written Work (where applicable)

Referencing is necessary to acknowledge others' ideas, avoid plagiarism, and allow readers to access those others' ideas. Referencing should:

- Acknowledge others' ideas;
- Allow readers to find the source;
- Be consistent in format and
- Acknowledge the source of the referencing format.

To attain these qualities, the school recommends use of either the Harvard or American Psychological Association style of referencing, both of which use the author/date.

7.1.3. Referencing Standards

APA style referencing.

7.1.4. Disclaimer

Every effort will be made to ensure that the teaching, learning and assessment activities of this course are given as described. Any unpublished changes for course improvement will be notified and discussed in class. However, circumstances may occasionally make this possible, and BINUS UNIVERSITY therefore reserves the right to add, alter or withdraw particular information contained in this syllabus.

Approval

Reviewed by, <u>Yanti, M.M.</u> Manager of Academic Resource Center	Checked by, <u>Karen Imam, M. I. B.</u> Director of BINUS Global
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Approved by, <u>Yanti, M.M.</u> Manager of Academic Resource Center	Endorsed by, <u>Iman Herwidiana Kartowisastro, Ph.D.</u> Vice Rector Academic Development & Provost
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