



Full Syllabus



Course description and objectives:

Internships are an effective way to gain work experience, increase employment opportunities, and be a stepping-stone to a desired industry and sector. They provide opportunities to learn and gain hands-on experience related to individual career goals and fields of interest.

Successful completion of an internship makes a job candidate more attractive to employers who prefer to hire individuals who possess better work habits, soft skills, technical understanding, and industry skills. Participating in an internship will broaden your knowledge and open the door to novel opportunities as you develop new connections and expand your professional network.

The internship program in the Master of Disaster Management (M.DM.) is designed to expose the students to the realm of disaster preparedness and humanitarian aid, by interning in one of the entities that focus on these areas. Students will have the unique opportunity to view the practices as they evolve in the field versus the theories learned in the academic program.

Course Title

Internship

Lecturer

Prof. Bruria Adini

Semester

Throughout the academic year (2 consecutive semesters)

Course requirements

- 8 hours per week internship in the first and second semester
- Complete a log sheet, documenting hours of internship

Final grade components

50% - feedback from the organization

40% - final assignment (poster presentation)



Full Syllabus



10% - participation and attendance in at least 75% of the group/individual's meetings

First semester

Internship orientation: Before the start of the internship, an orientation meeting will be held in which the course's faculty and the interns will participate. The meeting will be dedicated to discussing the roles and responsibilities of both the interns and the host organization. This will include responsibilities, hours, relationships and interactions with new colleagues, expectations of the students and the organization, effective communication, and additional concerns.

During the semester, two additional meetings will be conducted in which the students will be invited to share their experiences, concerns, new skills they have acquired, what they achieved, any insights into their future endeavors, and more. Furthermore, opportunities to acquire positions in international organizations will be discussed.

Throughout the semester, each interning student is invited to communicate directly with the course faculty to ensure the efficacy of the internship.

Second semester

During the second semester, three meetings will be conducted to discuss the ways to maximize the internship experience and address students' questions. Specifically, the meetings will be dedicated to designing tools relevant to finding employment opportunities in national and international organizations.

Near the completion of the internship, students will participate in an integrative final seminar to share their experiences and connect the practical knowledge they gained to theories they have learned throughout the Master's program.

Final assignment

The final assignment for the internship program will be the preparation and presentation of an academic poster. The exhibition will be scheduled for the end of the second semester.



Full Syllabus



The posters will delineate details concerning the organization in which the internship was conducted, highlights from the internship, main lessons learned, and take-home messages regarding connectivity between theory and practice. The representatives from the host organizations will be invited to attend the exhibition in which the students will present their posters.

The process

Students will participate in an internship in their organization of interest (NGOs, government institutions, etc.) and receive four academic credits for completing eight hours weekly over the first two semesters of the program.

Students who choose the internship will receive a booklet of available options to choose from. Each student should choose 3 top options, written in order of preference to give to the program coordinator. Not all organizations chosen by the students will receive the student's CV, so it is crucial to put the most desired option first on the list.

Following the submission of choices, the student will:

- Schedule an interview with the program's coordinator to get a sense of what type of work the student is looking for, which organizations interest him/her, and receive an explanation about the internship program
- Prepare a CV and cover letters for each choice organization
- Have interviews set up (through the program coordinator) with the organizations of interest.

The internship program will begin in the first week of the first semester. Before the first week, a written agreement will be signed by the organization and the student, including a description of the expectations, responsibilities, structure of the role, and relationship between them.



Full Syllabus



During the exam period, students are expected to continue their work; however, a reduction of hours or an alternate time frame can be discussed with the supervisors.

Course Schedule (group meetings)

#1 23.10.22	<ul style="list-style-type: none"> • Orientation to the internship
#2 24.11.22	<ul style="list-style-type: none"> • Acclimatization in the internship; sharing experiences; discussion on ways to get acclimatized in host organizations; challenges and complexities in the integration process
#3 29.12.22	<ul style="list-style-type: none"> • Acquaintance with websites for work search in international and UN organizations
#4 16.3.23	<ul style="list-style-type: none"> • Design CVs and cover letters for national and international organizations • Keywords that facilitate successful job search
#5 27.4.23	<ul style="list-style-type: none"> • Careers in international organizations • Challenges and dilemmas in international work search
#6 1.6.23	<ul style="list-style-type: none"> • Lessons learned from the internship • Instructions on how to prepare the final presentation
#7 29.6.23	<ul style="list-style-type: none"> • Exhibition & presentation of posters

Required course reading

1. Zuo Y, Weng, Q, Xie X. Are All Internships Equally Beneficial? Toward a Contingency Model of Internship Efficacy. *Journal of Career Development*, 2020, 47.6: 627-641.



TEL AVIV אוניברסיטת תל אביב
UNIVERSITY תל אביב

Full Syllabus



2. Kroon N, Franco M. Antecedents, processes and outcomes of an internship program: an employer's perspective. *Journal of Applied Research in Higher Education*. 2021 Mar 11.
3. Zenobia, I. Benefits of Internships for Interns and Host Organisations. 2018. Available at; chrome-extension://efaidnbnmnnibpcajpcgclclefindmkaj/https://gsdrc.org/wp-content/uploads/2018/07/Internships.pdf