



# *The Hebrew University of Jerusalem*

## *Syllabus*

### *Pre-Internship Course: First steps for professionalism in the field - 59515*

*Last update 14-10-2018*

*HU Credits:* 0

*Degree/Cycle:* 2nd degree (Master)

*Responsible Department:* Glocal International Development

*Academic year:* 0

*Semester:* Yearly

*Teaching Languages:* English

*Campus:* Mt. Scopus

*Course/Module Coordinator:* Mr. Imri Aba Schattner Ornan

*Coordinator Email:* [imri.schattner-ornan@mail.huji.ac.il](mailto:imri.schattner-ornan@mail.huji.ac.il)

*Coordinator Office Hours:* by appointment

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Teaching Staff:

Mr. Imri Aba Schattner Ornan  
Ms. Yalee Azani

Course/Module description:

*This is a practical course (taught in two parts) designed to guide students in designing and preparing for their internship. The course is held every other week and provides students the tools and knowledge to identify and construct the best internship for them.*

*Among other things, the students will learn to identify the suitable organization, build Terms of Reference, create a risk assessment and learn about the region and field of their prospective internship*

Course/Module aims:

- Students will identifying their internship goals and objectives*
- Students will find suitable internship placements apply and create a joint term of reference*
- Students will be able to classify organizations according to organization type, sector, field and approach.*
  
- Students will know how to search for relevant information using a variety of data sources*
- Students will gain the knowledge to produce Professional CV's and cover letters*
- Students will learn to create a professional Term of Reference*
- students will learn to build a risk assessment*
- students will learn to build a budget*

Learning outcomes - On successful completion of this module, students should be able to:

*see above*

Attendance requirements(%):

*Mandatory*

*Teaching arrangement and method of instruction: Frontal classes, participatory session with students and individual meetings*

Course/Module Content:

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*1st Term:*

*23 Oct 2018 :Introduction, identifying personal skills, identifying the organization*

*6 Nov 2018: How to write a CV and cover letter, networking*

*27 Nov 2018: personal meeting*

*4 Dec 2018: personal meetings*

*18 Dec 2018: Cross cultural work, learning about culture and language*

*8 Jan 2019: Cohort 6 students' internship panel: working in different fields*

*2nd Term:*

*19 Mar 2019: Building a ToR*

*2 Apr 2019: Cohort 6 students: overcoming challenges*

*30 Apr 2019: Personal meetings*

*14 May 2019: Safety and Security*

*28 May 2019: How to build a budget?*

*11 Jun 2019: Personal meetings*

*25 Jun 2019: Final meeting, personal care, and goodbye*

*Required Reading:*

*see detailed syllabus on course site*

*Additional Reading Material:*

*see detailed syllabus on course site*

*Course/Module evaluation:*

*End of year written/oral examination 0 %*

*Presentation 0 %*

*Participation in Tutorials 80 %*

*Project work 0 %*

*Assignments 0 %*

*Reports 0 %*

*Research project 0 %*

*Quizzes 0 %*

*Other 20 %*

*securing internship placement*

*Additional information:*