**
Graduate School of International Policy & Management**

**COURSE SYLLABUS – Spring 2017**

# IEMG 8650: IEM Practicum – 3 or 6 credits

**Course Dates: January 30 – May 19, 2017**

**Christopher McShane**

**cmcshane@miis.edu**

**Office: 831-647-6683**

**Skype: christophermcshane**

COURSE DESCRIPTION

While undertaking an approved professional practicum in the International Education Management field, students will be responsible for rigorous academic performance, equivalent in quantity and quality to the requirements for equivalent on-campus coursework. Students will demonstrate their application of theory to practice through completion of multiple deliverables in a specific organizational and cultural context.

COURSE OBJECTIVES

Students completing the IEM practicum will demonstrate their achievement of the five IEM program learning goals below.

* **International Education Theory and Best Practice:** Demonstrate foundational knowledge in the field of international education by articulating trends and debates and applying best practices.
* **Intercultural and Linguistic Competency:** Work with and support others appropriately and effectively in culturally and linguistically diverse environments
* **Program Design and Assessment**: Design, implement, and assess international education programming
* **Resource Generation:** Engage stakeholders and generate financial and human resources through marketing, recruitment, enrollment management, and/or fundraising initiatives
* **Resource Management and Administration:** Contribute to effective program administration through project management, strategic planning, data management, budgeting, and staff management skills.

TEXTBOOKS AND OTHER MATERIALS

No textbooks are required for this course. Assignment guidelines and other resources are on the course Canvas website, with additional materials on the IEM Practicum website, <http://sites.miis.edu/iempracticum/>.

METHODOLOGY AND POLICIES

During the practicum period, students will demonstrate their application of knowledge and skills acquired in the IEM program in a specific organizational and cultural context. Students are expected to maintain frequent contact with the instructor and each other through email communication and on-line meetings through videoconferencing (Zoom).

ACADEMIC CONDUCT

All students will be held to policies and procedures listed in the most current Policies and Standards Manual (PSM).  This includes but is not limited to our Student Honor Code and regulations on plagiarism.  A complete copy of the Policies and Standards Manual (PSM) can be found here: <http://www.miis.edu/offices/records/policies>

REQUIREMENTS AND GRADING

**Grading:**

This course is graded with Pass/No Pass grading.

Students are required to complete each of the following requirements in order to pass the course. Students must earn a B (83%) or higher in the course to earn a grade of Pass.

The following are required to be completed:

* E-portfolio 10%
* Online Discussion Group 15%
* Mentoring On-Campus Students 5%
* Deliverable Proposal 10%
* Deliverable Submission 35%
* IEM Symposium Presentation 15%
* Reflection Paper 10%
* Program Exit Survey \_\_\_\_\_

 100%

As noted in the [PSM](http://www.miis.edu/offices/records/policies), quality points are assigned as follows:

A and A+ 4.00

A- (minus) 3.67

B+ (plus) 3.33

B 3.00

B- 2.67

C+ 2.33

C 2.00

C- 1.67

D+ 1.33

D 1.00

D- 0.67

F (Fail) 0.00

P (Pass) Credit for course, no grade points.

NP (No Pass) No grade points or credit.

I (Incomplete) No grade points or credit.

W (Withdrawal with permission) No grade points or credit.

AU (Audit) No grade points or credit.

IP (In Progress) No grade points or credit.

There is no other system of grading or grading category at the Monterey Institute other than those listed above. Except for grades of “I’ and “IP,”(***see sections 5.3 and 5.4 in*** [***Policies and Standard Manual***](http://www.miis.edu/offices/records/policies)all grades are considered final when reported by a faculty member at the end of a semester or marking period. A change of grade may be requested **only** when a calculation, clerical, administrative, or recording error is discovered in the original assignment of a course grade or when a decision is made by a faculty member to change the grade as a result of the disputed academic evaluation procedure (***see section 5.2 in*** [***Policies and Standard Manual***](http://www.miis.edu/offices/records/policies)). Grade changes necessitated by a calculation, clerical, administrative, or recording error must be reported within a period of six months from the time the grade is awarded. **No grade may be changed as the result of a reevaluation of a student’s work or the submission of supplemental work** following the close of a semester or marking period. The Records Office shall only accept permissible changes of grade upon written approval of the faculty member’s dean, who shall first verify that the Change of Grade request satisfies legitimate criteria.

ASSIGNMENTS

**Deliverable Proposals (10% of overall grade)**

Due Date: Within one month after start of work at practicum site and no later than February 20, 2017.

Purpose of the Deliverable Proposals:

1. Provide focus to your practicum experience
2. Inform the course instructor of your projects
3. Ensure that you are on-track to meet the practicum course requirements

Appropriate Deliverables:

Students should begin discussions with the practicum site supervisor prior to beginning the practicum or as soon as possible after beginning the practicum. Together, they should agree on projects that the student will work on that will be appropriate deliverables. Each IEM-MPA student must complete 3-5 deliverables. Each IEM student must complete 5-7 deliverables.

The requirements are:

* Submit the proposal in Canvas, using the template on the course Canvas site.
* Each deliverable must demonstrate competence in at least one of the program learning outcomes.
* A single deliverable may demonstrate competence in more than one program learning outcome.
* Among the deliverables submitted, each of the five program learning outcomes must be demonstrated at least once.

Some notes:

* The deliverables should be based on the organization’s needs
* Each deliverable must demonstrate graduate level work. For example, simply gathering published information into a research report is not adequate; however original data collection and analysis and/or library research coupled with analysis and recommendations by the student would typically be acceptable.
* For examples of deliverables that meet different learning outcomes, see the course Canvas site and/or the IEM practicum website:

<http://sites.miis.edu/iempracticum>

* You will likely be asked to do routine work at your practicum site. Some of these may be clerical, reception, or related tasks. While you should certainly do this work as asked, these are not appropriate deliverables.
* The student may do the work of some deliverables outside of the work hours spent at the practicum site. For example, in the case that the student and supervisor do not agree on enough deliverable projects, the student may opt to work on one or more additional deliverables in his/her free time.
* You may need to write your deliverable reflections on your own time, depending on the expectations of your organization.
* As a rough estimate, an approved graduate-level deliverable will likely take 20-40 hours of work to complete.
* Sample deliverables will be posted to the course Canvas site.

Submission Instructions:

Within one month of beginning the practicum position, and no laterthan February 20th, students must submit in Canvas a proposal for the deliverables as a Word document. It is likely that the proposal for each deliverable will be 2-3 paragraphs in length. A template to be used for the proposal is available on the course Canvas site. For each deliverable, the proposal must include:

* a description of the project
* an indication of which learning goal(s) will be demonstrated
* the methodology – who, what, where, when, how, and/or why of the plan to complete the project (if you are doing the project in collaboration with others, be very clear on which part of it you will contribute)
* the timeline for completion of the deliverable
* the nature of the deliverable that will be submitted as evidence of completion (for example, a research report, a strategic plan document, a video, a handbook for host families, the schedule for an orientation week, etc.)

Submitting Proposal Revisions:

Students should expect some back and forth negotiation about the deliverables with the instructor before the proposal is approved. Any substantive changes to the proposal after it is approved must be discussed with the instructor. Students are encouraged to submit a proposal for more than the minimum number of deliverables, in case one can’t be completed for some reason (which happens to the majority of students, typically for reasons beyond their control).

During the practicum, if you wish to propose any changes to your deliverables, submit an updated proposal with the changes clearly indicated for the instructor’s review. When submitting updated proposals, be sure to clearly indicate which sections are new/changed using highlighting, colored text, or the track changes function.

Grading:

You will receive full points for the practicum proposal once your instructor is satisfied with your proposal and has approved all proposed deliverables.

**E-Portfolio (10% of overall grade)**

Due Date: Submit URL by February 10, 2017

Due Date: Prepare your E-Portfolio for Peer Review: March 17, 2017

Due Date: Peer Review: March 24, 2016

Due Date: Final E-Portfolio Submission: March 31, 2017

Purposes of the E-Portfolio Assignment:

1) To refine your thinking about your personal brand (your strengths with regard to your professional life)

2) To provide you with a tool to help you establish credibility during a job search

3) To increase your technological skills

In order to showcase your work for each other and for future employers, each student will develop an e-portfolio (a professional website). It is our hope that once your website it built, you will add a link to it on your resume, your Linked In page, and your email signature.

Building the E-Portfolio:

Using the sites.miis.edu site (a WordPress application), or other blog or website technology, each student must create an individual e-portfolio. Choose a URL that is professional in nature (probably your name). This link will be posted to the course WordPress site to allow your instructors, practicum cohort, and IEM on-campus students to see your website. You may determine your privacy settings, but for the duration of the course, at minimum, you must allow IEM students and faculty to access your e-portfolio.

You should populate the e-portfolio with a self-introduction, resume information, a photo, and contact information. Explicitly highlight your professional strengths and identity (in other words, highlight your personal brand) and include work samples. We encourage you to use samples from the on-campus phase of the program as well as from the practicum. You may also use work samples from outside employment or volunteer work. If you post any projects created for a specific client/organization, you will need their permission.

It is essential that your e-portfolio be professional in tone. You are trying to strike that perfect balance between showing creativity and personality, and being professional and mature. It is our recommendation that you present yourself as a professional, rather than highlighting that you are a graduate student. Of course, somewhere on your website, you should introduce your excellent educational credentials, including your (near) completion of the IEM degree, *but do not write that you are a graduate student as the first line of your “about me” section – we want potential employers to see you as a colleague, not a student, first and foremost*. Also, avoid calling your projects “deliverables” as this is MIIS-speak. “Projects” or “Work Samples” is probably a better term. Don’t write the E-Portfolio as if you are writing for your instructors. Write it for potential employers. Take a look at some other students’ E-portfolios to get ideas of what you like and don’t like:

<http://sites.miis.edu/iempracticum/>

It is your option whether or not to blog (periodic postings of your thoughts) within your E-portfolio. Know that if you choose to blog, then it is imperative to blog regularly. A website with old posts and nothing recent will not create a positive impression.

Submission Instructions:

If your E-portfolio URL is already linked from the IEM Practicum WordPress site, you do not need to submit a URL. If you do not have an E-Portfolio already established or you want to change to a new URL, email the link to kpunteney@miis.edu by the deadline above.

Prior to receiving feedback from your instructor at the end of the term, you will receive feedback from your peers (see below).

Your instructor will review your E-Portfolio and provide feedback after the deadline for final submission above. You do not have to do anything to ‘submit’ the final E-Portfolio other than to have it ready for review by the deadline.

Peer Review (5% of overall course grade):

Students will be assigned peer review partners. Using the template form that will be posted on the course Canvas site, students will provide feedback to partners on the strengths of the site, the clarity of his/her personal brand, the degree to which the work samples support his/her personal brand, the navigation and layout, the style and aesthetics, and how the site could be improved. Email the feedback form to your partner and submit on the Canvas site by the deadline above.

Grading:

Your updated E-portfolio is due March 31; you are expected to have it completely updated by the end of the semester. It will be reviewed for its design/style, ease of navigation, professionalism, how well it showcases your work, and how well it highlights your strengths/brand. You will also be graded on the peer review you conduct of your partner’s website.

Assistance:

The Digital Learning Commons (DLC) is available by appointment (including Skype appointments) to assist you with the technology if you choose to use the sites.miis.edu platform. Sign up for an appointment online at <http://sites.miis.edu/dlc/appointment-request/>

After Graduation from MIIS:

If you use the sites.miis.edu platform, you will be able to keep your e-portfolio active and updated after you graduate. As an alumnus, you will need to contact the DLC to request a log in to update your e-portfolio. Sites that are not periodically updated will be deemed inactive by the DLC and may be deleted.

**Online Discussion Group (15% of the overall course grade)**

Due Date: Dates/times to be determined by instructor and group

Eight sessions – February through May

-- Provide your instructor with available times for meetings (instructor will send out a Doodle link)

-- Sign-up to moderate discussion dates in Canvas

-- Post topic and homework assignment for the discussions you will lead one week before the discussion date on the course Canvas site

-- The Canvas site has guidance and resources on leading effective on-line meetings

Purposes of the Online Discussion Group Assignment:

1. To keep IEM faculty and students connected during the practicum period
2. To establish a pattern of providing collegial support for each other

During the practicum period, it is important that IEM faculty and students maintain dialogue and connection with each other. People’s graduate school colleagues are often important professional allies throughout their careers, so it is essential to develop the habit of exchanging ideas and encouraging each other from a distance during the practicum phase. Groups will be intentionally diverse in order for individuals to benefit by learning about a wide range of positions in international education.

Scheduling of Online Discussions:

Students will be divided into groups of five to six students. Each small group of students will meet with the instructor eight times during the term. Students and the instructor will determine the dates and times for the meetings.

Participation in Online Discussions (10% of overall course grade):

During these sessions, we will expect you to share how things are going at your practicum or summer experience, what kinds of things you are working on, and any challenges you are facing. We will all take the opportunity to support, encourage, and assist each other. We will also discuss contemporary issues in international education and workplace issues.

Moderating Sessions (5% of overall course grade):

Each student will moderate one or more online discussion sessions for his/her small group. Depending on the size of your group, you may be moderating alone or with a classmate. Faculty members will designate some of the topics and students will choose some of the topics. By the deadline above, each student must post a discussion topic (unless pre-designated by the instructor) and homework assignment for the sessions he/she will moderate. Changes to the assignment may be made, but must be made at least one week prior to the discussion. It could be a short article to read, a video to watch, or something to be done. For example, the moderator could give a link and ask people to read a provocative article from Inside Higher Ed and be prepared to discuss. Or, the moderator could ask everyone to observe gender roles at an office meeting – who initiates conversation, who is interrupted the most, etc. – and report to the group. These homework assignments in preparation for the online discussion sessions should take approximately 10-20 minutes for each group member to complete in preparation for the discussion. Topics may be specific to international education, may relate to education or intercultural communication, or may be about workplace issues such as decision-making, conflict, hierarchy, etc.

Connection Instructions:

The online video conferencing will be conducted through Zoom: <https://zoom.us/>.

All students will need an internet connection, computer, webcam, speakers, and microphone. A headset with microphone is ideal as it reduces feedback. Your instructor will give you the link to your group’s Zoom meeting room and can work with you before the first session to troubleshoot any equipment issues you may have.

Grading:

Students are expected to participate in every online discussion session, but can miss two due to extenuating circumstances and still complete the course with a passing grade. 10% of the overall practicum grade will be based on student participation and attendance. Students who moderate in an organized, thoughtful, and inclusive manner will receive full points for this assignment. 5% of the overall grade will be based on how well students moderate the discussion.

**Optional Accountability Partner:**

Throughout the practicum, some students find that meeting twice a month isn’t enough. Additional connections with MIIS colleagues may be needed during particularly challenging parts of the semester. Past practicum students and advisors have found that a weekly accountability partner works well for support. Please consider setting up a weekly check-in with another person in your established small groups. Meet regularly with them to share about the practicum experience, questions about the assignments, and keeping each other accountable for getting your deliverables completed in a timely manner.

**Mentoring On-Campus IEM Students (5% of overall grade)**

Due Dates: Ongoing until May 12, 2017

Purposes of the Mentoring Assignment:

1. To recognize the level of international education expertise you have developed
2. To share your expertise with the on-campus IEM students

Having reached the final semester of the IEM program and now being immersed in your practicum, you have invaluable information to share with the on-campus IEM students.

Requirements:

In February, we will give you the name of a new IEM student. Contact the student by email to introduce yourself, welcome them to the program, and ask them how they are settling in. Offer to connect with them if they are interested in learning more about the work you are doing, or simply want to network. Bcc your instructor on this initial email to the student. If the student wants follow up contact with you, please email back and forth or schedule a meeting or whatever feels comfortable to you. Take the opportunity to get to know them and to share your experiences and advice. Only the initial email needs to be copied to the instructor, after that your communication can remain private. If the new student doesn’t respond or doesn’t schedule a time to talk with you, consider the assignment completed and accept our thanks for trying to reach out. We hope that this helps both you and the new students expand your network.

Optional:

Beyond the required individual contact, we would love to have you mentor current IEM students in many other ways. These include being a guest speaker in classes, connecting us to your organization as a learning partner for Marketing and Recruitment or Design and Assessment projects, forwarding job announcements to us, sending us stories about what you are doing that we can add to our website, doing additional informational interviews with students, befriending students at the NAFSA conference, etc. These are not for credit, but would earn you our eternal gratitude!

Grading:

You will receive full points for this assignment if you reach out to welcome the new student and Bcc the instructor.

**IEM Symposium Final Presentations (worth 15% of your overall grade): April 27, 2017, Times to be Announced**

Due Date: Sign up for a Presentation Time and Topic: March 11

Due Date: Submit PowerPoint presentation/video to practicum partner: April 7, 2017

Due Date: Practice Presentation on Zoom with Peer Review Partner and submit feedback: April 14, 2017

Due Date: Upload final PowerPoint presentation/video to Zoom: April 23, 2017

Purpose of the Final Presentation Assignment:

1. Share your expertise with faculty, colleagues, and the on-campus IEM students
2. Practice public speaking in an online format
3. Demonstrate the ability to proof read and give critical feedback on another’s professional work

Symposium Structure:

An online symposium will be developed to showcase students’ work near the end of the practicum. At the symposium, where on-campus students and off-campus students will interact with each other, each practicum student will present one of his/her deliverable projects in a 10-minute professional presentation.

The symposium will be organized into several two-hour time blocks, with approximately 5 students presenting in each block. Following each 10-minute presentation will be 5 minutes of question and answer time about the deliverable project presented. After each block of presentations is completed, practicum students will have a Q&A session with on-campus students about advice on the practicum search, recommended courses, and other informal topics.

Peer Review:

Students will be assigned peer review partners. Partners will share their PowerPoints/videos and rehearse their presentations with each other. Using the template form that will be posted on the Canvas site, provide feedback to your partner on the strengths and weaknesses of his/her presentation, clarity, timing, the slides, and presentation skills. Email the feedback form to your partner and submit to the Canvas site by the deadline above.

Submission Instructions:

You will be given the MIIS PowerPoint template or video requirements to use. In addition to giving his or her own presentation, each student will at minimum also watch the other students’ presentation in his/her same time block and engage in professional dialogue around the topic(s) presented.

Grading:

Students will receive presentation feedback from the Instructor and/or an IEM Faculty Evaluator, each other, and the on-campus students. This assignment is intended to be the virtual version of a conference presentation and a high caliber, professional, well-prepared presentation is required to earn credit for this assignment.  Grades will also reflect the presentations’ incorporation of feedback from the instructor and/or peers, quality of the presentation (visual and oral), connectivity and relevance to IEM, and adherence to the submission timelines and guidelines.

**Deliverable Submissions (35% of overall grade)**

Due Dates: March 31 (at least two for IEM students; one for IEM/MPA students) and May 12, 2017 (all final deliverables must be in by this date).

* IEM students enrolled for 6 credits must complete 5-7 deliverables.
* IEM-MPA students enrolled for 3 credits must complete 3-5 deliverables.

Purpose of the Deliverable Submission Assignment:

1. Provide a structure for reflection and deepened learning
2. Provide evidence to the instructor that you have met the requirements for completion of the course

Submission Instructions:

Students will be using an online form to submit their deliverables. Each deliverable may be submitted as it is completed; students are encouraged to submit their deliverable submissions throughout the semester. Along with submitting the evidence of completion, you will answer a series of reflection questions for each deliverable. As evidence of completion of the deliverables, you may include reports, documents, screen shots, charts, PowerPoint slides, photos, etc. as attachments. For media such as videos, include a link to the video posted online. **Students will each receive an individual link to use to submit deliverables through Middlebury’s Qualtrics database**.

Reflection Questions:

Along with the evidence of completion of your deliverables, you will submit responses to reflection questions for each deliverable. These reflections are an integral and important part of the assignment. They not only help you learn, they help the instructor to understand the context of your work, and they help Team IEM to assess the IEM program. Prior to submitting the deliverables, students should use Word to write the reflection answers for each deliverable. These reflections may be cut and paste into the online survey form when submitting the deliverable.

The reflection questions that you will answer for each deliverable are:

* Please provide information about the context and the goals for this project (2-4 paragraphs)
* Please describe the process as it unfolded, including your specific role (2-4 paragraphs)
* What did you learn through your work on this project (2-4 paragraphs)
* The IEM curriculum prepared me with the knowledge and skills to complete this deliverable (strongly disagree to strongly agree)
* What in the IEM program helped prepare you to complete this deliverable (courses, lessons, resources, etc.)?
* What do you wish had been included in the curriculum to help prepare you to complete this deliverable?
* I was able to apply best practices as learned on-campus in the execution of this deliverable (strongly disagree to strongly agree).
* If you weren’t able to follow best practices, why not? What would you like to have done differently? (2-4 paragraphs)

You will also answer each of these questions for each of the learning outcomes that this deliverable meets:

* This learning outcome has several identified subpoints. Please indicate which you feel were demonstrated through the execution of this deliverable (check all that apply).
* Did you address an aspect of this learning outcome that is not covered by the above subpoints? If so, what?
* Please provide any additional comments regarding the achievement of this learning outcome.

Confidential projects:

If your supervisor has projects that they want kept confidential and to only be seen by practicum instructor, but not Team IEM, you must write “Confidential” boldly across the top of the deliverable before uploading it. We receive hundreds of deliverables each year and won’t remember when we go back to look at them for assessment purposes, which ones were intended to be confidential.

Grading:

The Deliverable submission and accompanying reflection questions will be evaluated by your instructor on its content, quality of work, professionalism, and depth of reflection. Some of your deliverables may be reviewed by Team IEM during the program assessment process.

**Reflection Paper (10% of overall grade)**

Due Date: May 19, 2017

Purpose of the Reflection Paper Assignment:

1. To deepen your learning through reflection
2. To contribute to the assessment and continuous improvement of the IEM program

Instructions:

Each student must submit on the course Canvas site a 3-6 page double-spaced reflection paper on what he/she has learned over the course of the practicum experience. You may choose to include what you have learned (about yourself or the international education field or both), how the experience affected your career goals, what you would do differently if you could do it all over again, what recommendations you have for future students, and how the practicum connected to the coursework phase of the program.

Please remember that the primary focus of this paper is your learning and reflection. Logistical/pragmatic matters are best addressed in the exit survey. This reflection paper is designed to be both an opportunity for you to reflect on your learning as well as important feedback for the faculty to use when assessing the IEM program and planning for future cohorts. Your recommendations for future students may be used anonymously with on-campus students.

Grading:

Students submitting thoughtful, reflective papers covering the topics described above will receive full points for this assignment.

**Program Exit Survey**

Due Date: May 22, 2017

Purpose of the Exit Survey Assignment:

1. To contribute to the assessment and continuous improvement of the IEM program

Instructions:

Students will be sent the link to an online survey, asking for feedback about the IEM program. This survey will ask about curriculum, practicum, community building, orientation, program communication, etc. This survey will be anonymous, so the survey responses will not be graded. The survey results will only be reviewed in aggregate and care will be taken to preserve anonymity.

MIIS SERVICES

While on practicum, you continue to receive the full support of the MIIS campus. Just a few of the many departments on campus that are working on your behalf during practicum are:

**Advancement:** Organizes the commencement ceremony, seeks scholarship funding from donors.

**Alumni relations:** Continues to build networks that you can tap into during and after practicum.

**Center for Academic and Career Services:** Offers advising on career search strategies, resume review, cover letter review, interview practice, salary negotiation strategies to support you in your job search in practicum and beyond.

**Communications:** Publicizes and expands the reputation of the IEM program.

**Digital Learning Commons:** Provides individual coaching and instruction for E-Portfolio creation and any multimedia practicum projects you are working on. Takes a lead role in planning and implementation of the IEM Symposium.

**Information Technology:** Supports our MIIS email system, servers, and other systems.

**Institutional Research:** Builds and supports the online survey system through which you submit your deliverables.

**GSIPM Immersive Learning:** Coordinates the administrative processes for the IEM practicum, including website updates, recordkeeping, employer contact, and more.Puts months of work into organizing the IEM Symposium event.

**Library:** At a cost of more than $200,000 per year, the MIIS library provides you with online access to many proprietary databases specializing in education including Sage, EBSCO, ERIC, JSTOR, and Taylor and Francis. In addition, the librarians are able to offer individual research support to you and help you find and access resources.

**Registrar:** Prepares transcripts, conducts graduation audits, and awards degrees.

**Student Council:** Facilitates immersive learning funding and conference funding.

**Student Financial Services**: Individually packages students’ financial aid, does mandated government reporting on aid

**Student Services:** Through MIIS’s contract with Well Connect, you are entitled to free and confidential counseling services.

FACULTY ASSISTANCE

If you have any concerns about the course or the assignments, please do not hesitate to contact your instructor. Throughout the practicum, you should feel free to initiate contact with your instructor to discuss any challenges you are facing at your practicum site, or feedback that you desire about a project. We can set up a Skype appointment, talk on the phone, or email, as you prefer. Because we are not meeting in person regularly, your instructor won’t know you want support unless you reach out, so please do not hesitate.

General discussions with any of the IEM faculty on the field of international education management or your career goals are also most welcome.

CALENDAR OF ASSIGNMENTS

|  |
| --- |
| **Individualized Deadlines** |
|  | *Pre-Practicum* |
| Prior to Practicum | * Post your practicum location to the IEM Practicum map: <https://mapsengine.google.com/map/edit?mid=zcPXYqeZN3Gk.k2a9bN2OC2js>
 |
|  | *Practicum Deliverable Proposal* |
| No more than one month after practicum start date and no later than February 20 | * Submit your practicum deliverable proposals to your instructor
 |
|  | *Online Discussion Moderation* |
| Per Canvas on-line discussion module  | * Make sure you have a Zoom account, webcam, microphone, and headphones
* Sign up to moderate online discussions with your small group
* Choose and post the topics and assignments for the discussion sessions you are moderating
 |

**Individualized Deadlines**

|  |  |
| --- | --- |
|  | **Deadlines for Everyone** |
|  | *Getting started* |
| Early February | * Online Discussion Meeting 1
* e-Portfolio URL to kpunteney@miis.edu by February 10 if it is not already on the Word Press site
* Determine small on-line discussion groups; schedule times and dates; sign up for topics
 |
|  | *Settling in; deliverable proposals* |
| Late February | * Deliverable proposals due February 20
* Online Discussion Meeting 2
 |
|  | *Getting established; E-Portfolios and peer review* |
| EarlyMarch | * Online Discussion Meeting 3
* Online Discussion Meeting 4
* Sign up for an IEM Symposium presentation time slot and topic by March 11
* e-Portfolio peer reviews begin March 17
 |
|  |
|  | *Peer review; first deliverables, preparing for Symposium* |
| Late MarchEarly April | * Online Discussion Meeting 5

 * e-Portfolio peer review forms due March 24
* First deliverables due by March 31
* E-Portfolio final submissions March 31
* Submit Symposium presentation PowerPoint/video to peer review partner by April 7
 |
|  | *Peer review; Symposium* |
| Late April | * Online Discussion Meeting 6
* Online discussion Meeting 7
* Symposium feedback due April 14, post on Canvas
* Practice presentation with your peer review partner on Zoom
* **Upload presentation to Zoom by April 23**
* **IEM Symposium: Thursday, April 27**
 |
|  | *Deliverable final reports; E-Portfolios; Commencement; Reflection Paper; Exit Survey* |
| May | * Online Discussion Meeting 8
* **Remaining deliverables must be submitted by May 12**
* Reflection Paper due by May 19
* IEM Graduation Reception at MIIS: May 19
* MIIS Commencement Ceremony: May 20
* **Program Exit Survey due by May 22** (This is in addition to the MIIS exit survey you will receive around the same time).
 |

**1/18/17 4:04 PM**