Dr. Phillips High School
Center for International Studies

CIS PRACTICUM - INSTRUCTIONS

The CIS-required practicum is an intensive, real-life international experience outside of the classroom. It is based on the educational concept that the best way to understand international relations is to get personally involved with them. **This activity must be completed sometime during the freshman, sophomore, or junior year, or during a summer directly before one of those years, while enrolled as a CIS student.**

Students must use the PRACTICUM CHECKLIST below detailing steps to be completed before/during/after an international activity is selected. After the activity is completed, students must write a detailed report and submit it.

Report deadline:
A hardcopy of the written report is due in the CIS Magnet Director's office no later than one month after completion of the activity. If deadline expired, student must select a new activity to complete.

ALL CIS students must have chosen an activity, completed it, & written a report NO LATER than April 15 of the junior year.

Note: A practicum report will be denied/returned if it is inadequate or incomplete; otherwise, reports are kept and filed by CIS Magnet Director.

CIS PRACTICUM - CHECKLIST

CIS students must complete all items on CHECKLIST below for the activity selected.

- Host an **international guest**
  ___Get pre-approval from CIS Magnet Director
  ___Offer hospitality & friendliness
  ___Provide room & board for minimum 5 days/4 nights
  ___Provide transportation to & from school
  ___Host student as s/he shadows you at school (if this is a CIS exchange)
  ___Spend time together during the weekend (if guest stay includes weekend)
  ___Complete Practicum Report (instructions at end of checklist) - Include a minimum of two photos of student involved in activity
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

- Correspond with a **pen-pal / e-pal**
  ___Get pre-approval from CIS Magnet Director
  ___Arrange a correspondence with a student in another country (check with CIS Magnet Director as at times some are lined up and ready, or you may check out these free sites: http://www.studentsoftheworld.info/ OR http://www.globalpenfriends.com/ OR http://usa.ipfpenfriends.com/ OR any other)
  ___Correspond over a minimum 4-month period, once every week or two
  ___Include lengthy conversations that inform about the country and culture of the person corresponding with; the aim is to have a cultural experience and to learn from each other
  ___Student is required to introduce self in first message, describing who s/he is, what classes s/he takes, hobbies, what s/he likes to do on weekends and evenings, favorite movie, the book currently reading… anything that shows personality and that someone could respond to.
  ___Ask plenty of questions to give the pen-pal topics to discuss. Ask what school is like, what kids do on weekends, their government system, etc. Showing interest in him/her and the culture.
  ___Complete Practicum Report - Include a minimum of three substantive letters or e-mails sent + three received from pen-pal.
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

- Participate **in international travel** (not a beach vacation, but a learning trip)
  ___Get pre-approval from CIS Magnet Director (itinerary/plan of sites to be visited must be submitted BEFORE travel)
  ___Travel outside of the US for minimum 5 days
  ___Engage in cultural experiences, such as historical sites, local events, museums, and interaction with local citizens
  ___Complete Practicum Report - Include a minimum of two photos of student involved in activity + evidence that trip occurred, such as an airline ticket.
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

Note: If student participates in a trip with CIS, getting pre-approval is not necessary.

- Organize and raise both awareness and support for an **international service project** to help address a problem in the world. This project may be done in small groups of no more than 3 student-leaders, and may work with an established national service organization, such as Global Hope Network, Projects Abroad, or New Missions, etc.
  ___Get pre-approval from CIS Magnet Director
  ___Work with a faculty mentor who supports the project & can guide the process (required)
  ___Submit a Service Project Plan Form to the CIS Magnet Director, with signatures from student and mentor PRIOR to starting
  ___Collaborate with faculty mentor to choose and narrow a project to one of genuine interest
  ___Raise school-wide awareness of your cause
  ___Collect funds or items to support the cause (this may require teacher opening a school account)
  ___Complete Practicum Report (instructions at end of checklist) - Include a minimum of two photos of student involved in activity
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

  Samples of previous CIS service projects: (a) collected funds & school supplies to provide schooling to children in a Sierra Leone village; (b) raised funds and awareness for The Water Project, providing safe and reliable drinking water to sub-Saharan Africa; (c) raised awareness & funds for orphans in China, in support of Half the Sky Foundation.

- Complete a **research project** on an international topic and present it at a booth during a CIS Culture Night
  ___Get pre-approval from CIS Magnet Director
  ___Work with a faculty mentor who supports the project & can guide the process (required)
  ___Submit a Research Project Plan Form to the CIS Magnet Director, with signatures from student and mentor PRIOR to starting
  ___Collaborate with faculty mentor to choose and narrow a topic to one of genuine interest
  ___Research topic in depth; include an interview with someone who has experience or authority on the topic
  ___Write a paper on the topic, , minimum of five (5) typed pages, double-spaced in size 12 font; include a Works Cited page in addition; this substitutes the Practicum Report
  ___Set up and present a booth at a CIS culture night, which includes not only a physical display, but also a game, activity, or food which involves participants
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

  Sample topics: *(These broad topics would need narrowing)* Comparative Health Benefits of Mediterranean & Indian Diets, Challenges of Migration to America (based on multiple interviews), U.S.-Cuba Relations, International Efforts to Explore Space (or to Eradicate the Zika Virus), Immigration in America 100 Years Ago & Today, African Influences on American Jazz, Indian Influences on the Music of the Beatles, Bollywood, Comparative Politics, the Refugee Crisis, Independence Movements in the World Today, the Olympics & International Affairs.

  Note: Instead of a paper, this project could take the form of a creative product, such as a one-act play or short story, which concerns itself with the international topic of your researcl minimum 5 pages. Approval from faculty mentor needed

- Participate in an **internship** with an international affairs department or global division of a business or company that has a strong international dimension
  ___Get pre-approval from CIS Magnet Director
  ___Complete a CIS Internship Form, with signatures from the CIS Magnet Director and the internship supervisor
  ___Participate in internship for a minimum of 15 hours over a period of several weeks
  ___Complete Practicum Report (instructions at end of checklist) - Include a letter from internship supervisor on company letterhead indicating completion of the hours + minimum of two photos of student involved in activity
  ___Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

- **Other** (must be approved in advance by CIS Magnet Director, please make appointment)

CIS PRACTICUM – FINAL REPORT

In a three-page minimum typed essay—double-spaced, typed in size 12 font—

a) Describe your international activity, and

b) Discuss what you learned from you participation in this activity. Explain specific incidents, events, and insights as support.

We recommend to highlight the global lessons learned, the differences in practices between Americans and what you observed, etc. It is important to ensure it is NOT a mere timeline of events, but a more in-depth analysis of the country(ies) studied or experience. Politics, customs and traditions, family structure, language differences, and history are all topics that should be included in the analysis.

c) Include a photo addendum of minimum two images of CIS student involved in the activity. Some activities require more images, please see checklist.

d) Attach Practicum Cover to report (found at the end of this form) and submit within 30 days of finishing activity

Practicum Report Cover

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Note: A practicum report will be denied/returned if it is inadequate or incomplete; otherwise, reports are kept and filed by CIS Magnet Director.

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Student Information:

Print Name_____ Grade_____ Today's Date _____

Dates of Practicum Activity _____ Signature_____

Email Address (to notify you of approval of your report) _____

Check the international activity in which you participated:

____**Hosted an international guest.**

____Corresponded with a **pen pal** or e-pal (over a minimum 4-month period).

____Participated in **international travel** (not just a beach vacation, but a learning trip).

____Completed an **International Service Project**

____Completed an **International Research Project**

____Participated in an **internship** with an international affairs department or global division of a business or company that has a strong international dimension.

____**Other** (Must be approved in advance by Magnet Director): _____

Submit this completed form and attach to the top of your report.

Deliver to CIS Magnet Director in room 2-110.

[Revised 1/23/2020]