

IRP 711 – Summer 1999
PRACTICUM IN INTERNATIONAL ORGANIZATIONS

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Welcome to the Geneva Internship Program! I look forward to sharing with you the experience of living and working in the spectacular and cosmopolitan city of Geneva. It is one of the truly beautiful cities of the world. The opportunity to join in the international community here is bound to change your view of the world, and to serve you well in your future career. You will soon be in the midst of this experience, forming your own impressions of Geneva and its international organizations.

The main purpose of this nine-week course is to familiarize you with the characteristics and the roles of international organizations and other non-state actors. The course consists of two related components: an academic component and a practical component. Our goal will be to bring these two components into an ongoing “dialogue” such that each informs or questions the other, thereby enriching both and providing students with a unique learning experience.

The first week in Geneva will consist of orientation activities (briefings, sightseeing, etc) as well as an overview of contemporary International Relations theory. We will review such topics as the history and typology of international organizations, competing schools of thought in international relations, and how globalization is changing the shape and mandate of International Organizations. After the first week, the academic part of the course will continue with meetings two evenings per week. In one of these weekly meetings (Tuesday evenings), we will hear guest lectures by practitioners working in various organizations in Geneva who will inform us about their respective organizations and the trajectory of their own professional careers. You are expected to actively participate in discussions with these speakers. The other weekly meetings (Thursday evenings) will be held in the faculty residence where over dinner we will informally discuss the agendas and activities of those organizations at which students are working. This may involve modest weekly reading assignments. Three students will be responsible every Thursday for preparing and serving the meal on that day. This included doing the grocery shopping, cooking the food, washing the dishes, and cleaning the apartment.

After the first week, you will work full-time in internship placements for a period of eight weeks (June 7-July 30). Internship placements have been assigned based on availability as well as the interests and qualifications of the student. Students will be supervised by a specific official in their organization, who will give the Practicum instructor a written evaluation of the student’s performance using a form provided by the instructor.

Let me use this opportunity to offer the following piece of advice to you regarding how to be a successful intern. I think it is extremely important that interns demonstrate both a little patience and a sense of humor. As in any new job, it takes a few days for all parties

to get to know each other and to learn how to best work together. Coming from another country/culture compounds this even more. Give your supervisor and fellow workers a chance to get to know you and be willing to be as helpful as possible. Where possible, it is advisable to clarify your responsibilities with your employer before undertaking them.

Please remember that this is a six-credit academic program! As such, you are required to (a) satisfactorily complete a full-time internship for the term of the program, (b) participate in orientation, weekly evening seminars, field trips, and (c) write an analytical paper that will be due one month after the program is over. In other words, you are entirely responsible for maintaining your work schedule and for attending all guest lectures, seminar meetings and field trips organized by the instructor. Except for the first weekend and the field trip to the European Council in Strasbourg (France), students will have all the remaining weekends at their disposal. You can use the weekends to relax or to travel. Considering the fact that overnight travel in Europe is expensive you may want to restrict yourself mostly to day trips, taking advantage of Geneva's central location and your "free" accommodations.

Students' evaluation in the course will be based upon a combination of three factors:

- (1) The internship supervisor's report (40%)
- (2) The student's attendance at and participation in the orientation activities, as well as the weekly seminars and discussions (20%)
- (3) A final paper which will summarize the student's internship experience and reflect on the organization in which they worked (40%). The paper should set your agency or organization within the context of the international community. This will involve researching the origins of your organization and its evolution, summarizing its current activities in relation to the community and evaluating the materials available to you at your internship, supplemented by interviews inside, and perhaps outside, the agency or organization. You may want to organize your paper along the following lines. In the first part (the descriptive section), you will lay out the history of the organization, its goals and its structural evolution, devoting some attention to explaining and justifying your own project(s); the second section should set forth criteria for evaluating the success of an international organization and should apply these criteria to your "case." In the third section, you can explain what you have learned about the inner workings of international organizations considering your previous understanding of these institutions. Remember that there is much room for flexibility in this assignment. There are no definite length requirements, but I would anticipate papers will average about 10 - 15 pages, typed and double spaced. Feel free to adapt what you are working on to my purposes. For example, if you have been asked by your internship supervisor to write a research paper you can tailor it to my specifications. If you have kept a daily or weekly journal of notes (strongly recommended) related to your internship responsibilities, experiences, and contributions please use those as well. Your final papers are due at the latest by August 30 (the first day of classes at SU). This should give you ample time for unwinding and reflection on your internship experience.

The following two books are required for this course:

- Friedrich Kratochwil and Edward D. Mansfield, *International Organizations: A Reader*. New York: HarperCollins, 1994.
- Thomas G. Weiss and Leon Gordenker, *NGOs, the UN, and Global Governance*. Boulder: Lynne Rienner, 1996.

Miscellanies

I. ABOUT THE JOHN KNOX CENTER

Address:

27, Chemin des Crets-de-Pregny
1218 Grand-Saconnex
Geneva, Switzerland

Reception Desk Hours:

Monday to Friday: 7:30 am – 8:00 pm
Saturday-Sunday: 8:00 am – 11:00 am

The JKC cafeteria is open during the following hours only:

Breakfast: 7:00-9:00 am (M-F); 8:00-9:00 am (weekends)
Lunch: 12:00-1:00 pm
Dinner: 6:00-7:30 pm

If you plan to have lunch or dinner at the cafeteria remember that you must pay for it. The cafeteria is closed on all holidays and most Saturdays and Sundays (except for breakfast).

II. PHONE NUMBERS TO REMEMBER:

Ambulances: 144

Berangere Ruchat: 079-342-2419 (cell phone); home in Lausanne (021)652-1738

Emergencies: (41 22) 798-9166 or the mobile phone for JKC staff at (079)434-8221

Fire: 118

Geneva Tourism Office: 909-7000

Hospital: 372-3311 / 382-3311

JKC Front Desk: (41 22) 798-9161

JKC Fax number: (41 22) 791-0638

Mehrzad's Apartment: (41 22) 798-7669

Police: 117

Taxis: 331-4133

Schedule

Monday, May 31

- Arrivals, housing begins at John Knox Center (JKC)
- 6:30 PM: Welcoming dinner at the JKC (courtesy of SU)
- 7:30 PM: Walk around the neighborhood
- 8:15 PM: Desert at my apartment (Petit Chalet). You will also pick up the course syllabus, maps, and other useful materials about Geneva.

Tuesday, June 1

- 8:00-9:00 AM: Have breakfast at JKC
- 9:00 AM: Briefing on Services and rules of JKC for residents of the Center by Mr. Marc Appel, Director of JKC
- 10:00 AM: Key Tour Bus departs from JKC for tour of city (tour of international quarter and walking tour of Old Town. Make sure to bring your passport, one passport photo, camera, comfortable shoes, and at least 100 CHF with you). SU will pay for the tour.
- 12:00-12:30 PM: Tour ends at Manora Cafe in the Placett building (bring at least CHF 20 to pay for your lunch)
- 12:30-1:20 PM: Shopping time at Placett Store
- 1:20 PM: Walk from Manora to Cornavin Station to exchange money, buy telephone cards, and purchase monthly bus pass (<24 years old = 35 CHF; >24 = 70 CHF)
- 2:20 PM: Take the V bus to the US Mission (11, Rue de Pregny)
- 2:45-5:00 PM: Briefing at the Permanent United States Mission in Geneva on issues of world trade, human rights, and disarmament negotiations
- 5:00-5:15: Walk back to the JKC
- 6:40 PM: Depart from JKC reception area for bus #5 (bring monthly bus pass or sfr 4.40 for two bus fares). Get off at Place Neuve stop.
- 7:40 PM: Dinner at Les Armures (Rue du Puits-St-Pierre, tel: 310-9172) in Old Town (courtesy of SU). Geneva's oldest restaurant and a favorite tourist haunt for authentic Swiss atmosphere.

Wednesday, June 2

- 9:00-10:00 AM: Contact your internship supervisors to let them know you have arrived, and arrange a meeting for the beginning of your internship (Monday June 7)
- 10:15 AM: Gather in the JKC reception area for a visit to the World Health Organization (WHO). Bring your passports
- 10:30-12:00: Tour and briefings at WHO
- 12:10: Walk to the International Labor Office (ILO)
- 12:15-1:15 PM: Lunch at ILO Cafeteria
- 1:15-1:45 PM: Walk around the ILO building
- 1:45 PM: Walk to the United Nations Main Building (Palais des Nations). Use the entrance at Portail Pregny. Charges paid by SU.

- 2:00-3:00 PM: Tour of the UN
- 3:15 PM: Walk to the UNHCR headquarters
- 3:30-5:00 PM: Videos and briefing at UNHCR by a legal officer in the Promotion of Refugee Law Unit
- 5:00 PM: Come back to JKC
- 8:00 PM: Seminar in the JKC (room 14). We will discuss the history and typology of international organizations.

Thursday, June 3

- 9:00 AM: Depart JKC for a visit to the World Trade Organization (Bus #18). Make sure you bring your passports with you since you need to give it to the security guard to let you in.
- 10:00-11:30 AM: Presentation at WTO by Mr. Peter Ungphakorn (Press Officer) in room H. (Mrs. Maire at 7395019)
- 12:00-1:20 PM: Lunch at Li Palace (a Chinese restaurant close to the Graduate Institute for International Studies)
- 1:30 PM: Take bus #18 to the International Committee of the Red Cross (ICRC) Museum
- 2:00-3:30 PM: Meeting with Mrs. Metzger at ICRC headquarters (tel: 730-2149)
- 3:30-5:00 PM: Tour of the ICRC Museum (tour courtesy of SU)
- 8:00 PM: Reassemble in my apartment for seminar and desert.

Friday, June 4

- 9:15 AM: Depart JKC to take bus #8 toward Jardin Anglais (get off at Mont-Blanc stop)
- 10:30 AM: A whole-day boat tour of the lower end of Lac Lemman – the Petit Lac – going to Nyon (cruise courtesy of SU)
- 11:50 AM: Disembark at Nyon to see the castle, the Roman remains, museums, and do shopping (remember that things will be somewhat cheaper in Nyon than in Geneva). Lunch courtesy of SU.
- 4:15 PM: Heading Back to Geneva
- 5:30 PM: Arrive back at Geneva
- Recover from your naval excursion (no seminar)

Saturday, June 5

- 9:10 AM: Gather at the JKC reception area for a trip across the border (France) to the farmer's market to buy good and cheap fruits and vegetables. We will take the F bus toward Ferney.
- 9:30-1:00: Shopping and lunch at the Ferney market (Avenue Voltaire)
- 3:30-6:00 PM: Bus #5 to Place Neuve for a tour of the Cathedral of Saint-Pierre (5:30-6), its tower (5-5:30), and the archaeological site under it (3:30-4:30)

- 6:30 PM: Dinner at Parsian Restaurant (excellent Persian cuisine). The restaurant is in Old Town at 65 Rue du Rhone (tel: 718-3405). The dinner is on SU.

Sunday, June 6

- 9:45 AM: Gather in the JKC reception area.
- 10:05 AM: Get on bus #8 (toward Veyrier-Douane) for a hiking trip to the beautiful Mt. Saleve. We will cross the French border on foot, and then take the tram for an afternoon hike. Bring your lunch (if not, there is a nice little restaurant called “Sept Arbres” where you can eat). Don’t forget your passport, suntan lotion, a hat, your camera, etc.
- Rest and prepare for the start of your internships (no seminar)

Monday, June 7

Begin internships!!

Tuesday, June 8 (7:30-9:00 PM)

Speaker: Andrew Whitley (Chief of Staff, Office of the Secretary-General of the United Nations Conference on Trade and Development) will provide a bird’s eye view of the role and functions of UNCTAD, which is the principal organ of the UN General Assembly dealing with issues of development and trade.

Thursday, June 10 (7 PM)

Dinner at my apartment. We would chat about your first four days at work. Come prepared with your list of problems, grievances, good news, and whatever else that goes on in your place of internship.

Tuesday, June 15 (7:30-9:00 PM)

Speaker: Colin Archer (Secretary-General of International Peace Bureau) will provide the perspective of an international social activist in a town full of diplomats and bureaucrats.

Thursday, June 17 (7 PM)

Dinner at my apartment. We will discuss the first three chapter of Kratochwil and Mansfield’s book.

Tuesday, June 22 (7:30-9:00 PM)

Speaker: Mercedes Babe, Senior Officer, Community Health and Social Welfare, International Federation of Red Cross and Red Crescent Societies.

Tuesday: June 29 (7:30-9:00 PM)

Speaker: Ms. Kirsi Madi, Project Officer, Office of Emergency Programmes, UNICEF

Wednesday-Sunday (June 23-29)

I will be in London attending a conference

Thursday, July 1 (7 PM)

Dinner at my apartment

Tuesday: July 6 (7:30-9:00 PM)

Seminar-style student discussion of internships and IOs (no guest speaker).

Thursday, July 8 (7 PM)

Dinner at my apartment

Tuesday: July 13 (7:30-9:00 PM)

Speaker: Dr. Manuel Carballo, International Center for Migration and Health.

Thursday, July 15 (7 PM)

Dinner at my apartment

Tuesday: July 20 (7:30-9:00 PM)

Seminar-style student discussion of internships and IOs (no guest speaker).

Thursday-Saturday (July 22-24)

Trip to Strasbourg, France to see a meeting of the European Parliament; visit the Council of Europe, the Commission and Court on Human Rights, the famous Strasbourg Cathedral, and Struthof (one of two concentration camps in France). We will be staying at Centre International D'Accueil et de Rencontre Unioniste de Strasbourg (CIARUS). Travel, lodging, and some meal expenses will be covered by SU.

Monday, July 26

7:00 PM: Final group dinner (you choose the restaurant). Please make sure you turn in your supervisor's evaluation, 20/20 hindsight form, and course evaluations.

Tuesday, July 27

I will leave Geneva to go to Iran. My assistant Berangere Ruchat will be available by phone if you have any questions.

Friday, July 30

Internships end.

Saturday, July 31

JKC housing ends.
So Long!!