

**DEPARTMENT OF SPANISH & HISPANIC STUDIES**  
**INTERNSHIP POLICY**  
**SPANISH 41000 – INTERNSHIP IN SPANISH**

**Course Description**

Prerequisites: 2 upper-level courses (Recommended: SPAN 30503 and SPAN 30603 or, for Heritage Speakers, SPAN 31703 and either SPAN 30503 or SPAN 30603). Under faculty supervision, a student completes an internship in a Spanish-speaking professional setting or community organization as part of a local or international experience. Counts toward major or minor.

Credits 1.00-3.00

**Objective**

An internship is a carefully monitored work or service experience in which a student has specific learning goals to be achieved within the professional world. In the case of students of Spanish and Hispanic Studies, an internship creates an opportunity for the application of acquired skills in Spanish language and culture to a real-world setting. The internship work environment must be one in which Spanish is spoken or written regularly. A substantial amount of Spanish is required for carrying out daily duties and obligations.

**Internship Type**

Student identifies an internship, establishes the necessary contacts, and carries out the work required. The program is carried out under the management of an on-site supervisor and an SHS faculty member who is the faculty of record. The department establishes a necessary framework, along with regulations, and awards academic credit and a certificate to students who successfully carry out the internship in accordance with the regulations. This course counts toward the SHS major or minor.

**Faculty Advisor**

After a student identifies an internship opportunity or site, s/he should complete the necessary application forms (numbered 1 and 2 under 'Span 41000 – Internship Forms.doc') and meet with an SHS Faculty Advisor, designated by the department Chair. The advisor will be the faculty of record who is responsible for assigning and evaluating the academic work produced. The advisor consults periodically with the on-site supervisor to determine if the student is doing satisfactory work at the internship site.

**Contract/Syllabus**

In consultation with the student, the faculty advisor draws up a contract designed to meet the specific needs of the internship in question. The contract, which is the final

version of the student's syllabus, will outline the length of the internship, the responsibilities involved in the internship, and the credits to be awarded upon successful completion of the internship and corresponding academic work. At the same time, the contract will provide specific assignments and deadlines, including journal entries, an oral report, and the reflective essay. The Department Chair will approve the contract, ensuring that the course workload is appropriate to the length of the internship and the credits awarded.

## Requirements

Requirements include working a minimum of **30 hours** in the semester to receive one hour of credit, a minimum of **60 hours** to receive two hours of credit, and a minimum of **90 hours** to receive three hours of credit (i.e. at least 6 hours a week). During the internship period, students will be expected to complete additional work that may include, but not be limited to:

- a) time-bound journal responses based upon directed learning
- b) evaluations that are completed by the site supervisor and/or site visits by the faculty advisor
- c) an oral report
- d) a résumé written in Spanish
- e) a reflective essay that provides more thoroughly the student's overall experience.

A specific learning contract/syllabus will be submitted and filed on the student's behalf to document the work that will be done, dates for turning in assigned work, and grading procedures. In putting together the contract, the faculty advisor will seek the input of the department Chair, the site supervisor, and the student.

## Evaluation/Grading

The Faculty Advisor evaluates the student intern and work completed throughout the semester. A letter grade is assigned for the course. Please be aware that the completion of all required hours on site is a prerequisite for passing this course. In addition, students will be evaluated on the basis of the following:

Journal entries	10%
Site supervisor evaluation	20%
Oral report	20%
Reflective essay and résumé	50%

Journal entries. The purpose of the journal is to help prepare you for the final project, the reflective essay. It will help you to reflect systematically on your internship experiences and to identify areas of personal, professional, and academic growth. In writing the journal, you may use photographs and audiovisuals for an illustration of your

work environment and activities. All written materials must be in Spanish and posted on google doc for easy access.

Site supervisor evaluation. This evaluation will be based on your ethical and professional conduct at the job site, the quality of your work, the amount of (oral and written) Spanish used at the site, and the degree to which you meet the declared standards and expectations of the organization or enterprise.

Oral report. You will present a report, in Spanish, on your internship experience – the objectives you set for yourself, the degree to which you accomplished these objectives, any challenges you faced in carrying out your duties, lessons learned, and the overall effect of the internship on your future academic or professional goals.

Reflective essay and *résumé*. The reflective essay should be at least 5 pages in length, written in Spanish, double-spaced, with Verdana font, size 11, or Calibri, size 12. The essay will be helpful not only to yourself but also to students considering this internship site in the future, as the information could be shared with new applicants. List the most important tasks you were responsible for in your internship and the type of training and supervision that your employer provided. Discuss the best features of the job and the least comfortable or challenging. It is important to explain if and/or how this experience confirmed or changed your educational or career plans. You must also explain why you would (or not) recommend this internship to another student. Finally, in a separate document or file, please include a *résumé* in Spanish that reflects your work as an intern.

### **Step-by-Step Internship Procedures**

1. Find an internship provider. Read through the information about course requirements on this website and look for an agency.
2. Prepare for and secure an interview. Study the agency website before requesting an interview. You will also need to polish up your *résumé* and understand the expectations for a professional interview (see resources available through the Center for Career and Professional Development). After you find an internship site, discuss possibilities with a potential Site Supervisor.
3. Print off this entire document from the Department of Hispanic Studies website. Complete the Student Biography and Learning Contract and Behavior Guidelines (numbered 1 and 2 under 'Span 41000 – Internship Forms.doc'). Print and send to the Site Supervisor form No. 3 ('To Be Completed by Site Supervisor') and have him/her fill it in and send it to the faculty advisor expeditiously.
4. Meet with the department Chair to be assigned a faculty advisor. Bring to this meeting the completed forms mentioned in No. 3 above, and be prepared to discuss your

objectives as an intern. Arrange a meeting with the department Chair only after you are sure that the faculty advisor has received form No. 3 from the site supervisor.

5. Schedule an appointment with the Faculty Advisor for his/her approval of the internship site and to work on the course /contract syllabus. After the syllabus is completed, the faculty advisor will make it available to you to sign and return it. Have the site supervisor sign and return it as well to the faculty advisor, who will then sign it and give you a permission number to register for SPAN 4100. **Do not accept an internship without the Advisor's approval.**

You must meet with the Advisor **the semester prior** to your internship. Deadlines for confirming internships with the Advisor: **May 1** (for fall internships); **November 1** (for spring internships), and **March 1** (for summer internships). *Note: Some internships require applications 6 to 24 weeks in advance.*

6. Attend a series of orientation sessions with the Advisor soon after the internship application is approved. Check your TCU email daily and respond promptly to Advisor emails.
7. Do the work. Your work should begin no later than the second week of classes. Complete the internship successfully, ensuring that you are doing weekly journals and preparing your portfolio as you are working. Enjoy the experience.

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8. Mid-semester check-ins will occur – your site supervisor will be contacted.

9. End of semester check-ins will occur.

Make form No. 4 ('Site Supervisor Evaluation of Student Intern') available to your site supervisor and ask him/her to complete and send it to the faculty advisor. Please follow-up to ensure that your advisor receives the form on time in order to issue a course grade within the Registrar's deadline.

10. Complete and turn in to your faculty advisor the following materials:

- the Site Supervisor Evaluation, which must be completed by Site Supervisor (20% of final grade)
- your weekly journal entries (10% of final grade)
- your 5-page reflective essay to your Faculty Advisor and a résumé in Spanish (50% of final grade)

11. Schedule a time with your Faculty Advisor to deliver your oral report (20% of final grade). In the case of summer internships, a Zoom or Skype meeting could be arranged.

12. Faculty Advisor evaluates student intern and the work completed throughout the semester. A letter grade is then submitted for the course. Students should be aware that grades will not be awarded without all required materials in the possession of the

Faculty Advisor. It is the student's responsibility to ensure that the site supervisor completes and submits the necessary forms on time.