



Department of Modern and Classical Languages
INTERNSHIP APPLICATION – SPAN / FRLN 490

Fall 2020
Zoom Office Hours R 9:00-10:15 AM and by appointment

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Please return a copy of this application using the assignment box under SYLLABUS and APPLICATION PACKAGE in Blackboard.

Student Information

Student Name: _____

E-mail: _____ Student G-# _____

Address: _____

Home Phone: _____ Work Phone: _____

SPAN 490 _____ or FRLN 490 _____

Instructor Signature _____ Phone _____

Internship Information

Agency Name: _____

Agency Contact: _____

Type of Work: _____

Anticipated Semester of Enrollment: Fall 2020 _____ Expected # of Credit Hours: 3

Estimated Start and Finish Dates: _____

How did you learn about this internship?

Please attach any information you may have about the organization or the internship program.

Department of Modern and Classical Languages

INTERNSHIP POLICIES AND PROCEDURES

SPAN 490 / FRLN 490 – Fall 2020 - Syllabus

Policies

1. Students may not register for an internship if they have a previous internship still in progress (this includes hours left on site and/or incomplete assignments.)
2. Credits are awarded for FRLN 490 (course work in English) or SPAN 490 (course work in Spanish).
3. Internships require a minimum of 135 contact hours [actual onsite, not including travel or writing time] for 3 credits. In addition, students will participate in an online discussion with their peers and keep an internship online journal (one entry per week). Coursework will not exceed 2 hours per week. Students are required to check Blackboard every week for specific announcements and prompts for the discussions.
4. Internship instructor will be available via Zoom every Thursday from 9:00 to 10:15 and by appointment.
4. All internships must have clear learning objectives. These learning objectives and assessment methods for the internship must be agreed upon by both the faculty internship instructor and the student before the internship begins.
5. All students receiving internship credit will complete a final portfolio to receive full credit.
6. All students are encouraged to read *The Successful Internship: Transformation & Empowerment* by H. Frederick Sweitzer and Mary A. King for use throughout the internship. The book is available online via GMU Libraries and Hathitrust.
7. **Final portfolio is due December 14, 2020 by midnight** via Blackboard. See below for specific guidelines for the portfolio.

Procedures

1. Prior to registering, students must meet with the faculty internship instructor and submit paperwork to register for FRLN 490 or SPAN 490.
2. Students *must* register for their internship by the end of the university's add period.
3. Students must send a letter of interest and resume to the director of the internship site. Students are encouraged to use GMU Career Services to prepare these documents.
4. Your final grade will be calculated as follows:

Application package: 10%

Weekly discussions: 15%

Weekly journal entries: 15%

Final portfolio: 60% (includes positive evaluation by the placement organization)

Guidelines for the Internship Contract

Structured appropriately, internships provide an exceptional opportunity for “learning by doing”. Students are expected to take an active role in establishing structure by developing a learning plan with the faculty internship advisor and the internship site supervisor. This learning plan—which becomes a formal **Internship Contract** after being approved and signed by the student, the faculty sponsor, site supervisor and MCL chairperson—should describe your academic objectives for the internship and the strategies or methods for accomplishing the objectives.

The Internship Contract is the most important document for your internship. It is your plan of action and your reference point for assessing how you are learning and growing during the internship. Thoughtful development of objectives forces you to think about why you have chosen this internship and what you hope or expect to learn. You will go to the internship with ideas, theories and plans, giving you a template against which to compare what actually happens.

Once the internship is underway, students often find that their objectives are changing—new tasks and unexpected opportunities often require adjustments or refinements to the objectives. This revision process is part of the learning cycle and you can document the changes through your journal entries and other documents in your portfolio. Thus, even though you may have some uncertainty about exactly what objectives would be best for a site, go ahead and develop a plan to prepare yourself intellectually for the experiential learning ahead.

What are some examples of learning objectives and strategies?

Objectives should describe what you will learn, not what you will do. As you prepare your objectives, think about the reasons why you are doing the internship and what you want to gain from it intellectually and personally. Try to use concise, measurable words to describe these goals, e.g., identify, improve, define, compare, understand, apply, solve, write, contrast, initiate, develop, etc. Be creative in thinking about your own learning objectives for the internship. Think about theories or texts you have covered in courses, specific career or professional information you have wanted to acquire, or ask during your preliminary site interviews about what learning opportunities the organization can provide. In addition, it may be helpful to think about how the internship will be a culminating project as it specifically relates to your area of concentration.

Strategies should describe the specific processes or tasks that will help you meet your objectives. Will you undergo orientation or training of any kind? Will you have responsibility for a specific task or project? Will you attend any meetings? Can you interview professionals at the internship site? What kinds of daily tasks will you undertake? Will you do any professional reading at the site?

For each internship, a student should develop 3-6 objectives. The following examples are provided to spark, rather than limit your thinking:

Sample Objective	Strategies
To describe how the influence of the target culture and language in the working place.	By reading scholarly articles, laws, job guidelines, observing your internship environment, interviewing interpreters and professionals in the work place.
To describe the needs of the internship site in terms of language access, language skills, etc.	By comparing legislation, guidelines, etc. with the day-to-day practice, interviewing people served by the agency or internship company.
To contribute to enhance multicultural communication in the working place.	By developing materials, guides, etc.
To improve my communication skills in the target language	By using the target language as much as possible, both at the internship site and for the journal and final portfolio.

You may want to prepare a draft to take with you when discussing the Internship Contract with your supervisor. Asking for his or her assistance in finalizing your objectives gives you the opportunity to clarify what your goals are for the internship and to receive feedback from the site supervisor about how realistic you are being. Such a discussion may help your supervisor think of additional possibilities for you in terms of projects, meetings, conferences, training, etc.

The Internship Contract is a key document for assessing your learning. You should keep your copy to refer to throughout

the internship and, ultimately, to place in the Internship Portfolio.

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INTERNSHIP CONTRACT

Student Name _____ E-mail _____

Agency Name: _____

Agency Mailing Address: _____

Agency City/State/Zip Code: _____

Agency Contact/Position: _____ Phone#: _____

Contact E-mail Address: _____

Complete the following information. Feel free to attach a typed-page with your objectives and proposed strategies.

Student Learning Objectives:

Examples of Activities/Proposed Strategies

TOTAL INTERNSHIP HOURS AT THE HOST AGENCY: _____

Signing this form affirms that the learning objectives, activities, and hours listed above are acceptable to the host agency and meet the student's educational goals.

_____ Student Signature _____ Date

_____ Agency Supervisor _____ Date

_____ Faculty Internship Advisor _____ Date

_____ MCL Chairperson _____ Date

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PORTFOLIO GUIDELINES

All students enrolled in an internship MUST document their learning by completing a portfolio, in addition to other requirements specified by the faculty internship advisor. Please use the following information as a guide throughout your internship so that you will be ready to submit the portfolio at the end of your internship. Your final portfolio should be submitted to your instructor of record of SPAN 490 or FRLN 490.

What is an internship portfolio?

An internship portfolio is a collection of materials assembled by the student intern to demonstrate the knowledge and skills acquired through a particular set of experiences. By documenting their experiences, students focus on assessing their successes and failures as part of the life-long nature of learning. By reflecting on their experiences, students prepare themselves to take the next step toward their learning objectives. The portfolio should follow closely the cycle of learning itself: **planning, doing, observing, and reflection.**

Why develop an internship portfolio?

Your Internship Portfolio is the capstone experience of the internship and will provide substantial documentation of the learning for which you are earning credits. You might think of the portfolio as an ongoing formative plan in which you set goals, document evidence of goal attainment, analyze and reflect on changing knowledge, identify areas for improvement and establish additional directions for continued growth. This project should help you move beyond “here is what I have done” to “here is what all this means” for your learning goals. You will substantiate your claims for learning through reflection and explanation, but also assume responsibility for charting a future course for growth and learning. Specific reasons for completing the portfolio include:

- To assess your learning;
- To document your progress;
- To connect your work experiences with your knowledge base;
- To encourage reflection on personal and academic goals;
- To provide evidence of performance;
- To document acquisition of specific skills or knowledge;
- To record your intellectual and personal growth; and
- To prepare yourself for the next learning step

What must be included in the portfolio?

Although the portfolio is a creative product documenting your learning in the internship, the following structure should be followed:

1. An outside front cover [your name, semester, internship site]
2. Title Page [name, date, semester, faculty internship advisor]
3. Table of Contents [with page or section numbers]
4. Introduction
 - a. Introductory Essay [2-3 pages] on why you planned this internship
 - b. Job or Internship Description
 - c. Organizational description and other materials
 - d. Internship Contract [your Learning Plan]
5. Documentation of Learning (place each item in context; relate to concentration courses and theory where appropriate)
 - a. Internship Time Sheet
 - b. Samples of internship work, affirmations or honors
 - c. Revised Resume [incorporating your newly completed internship]
 - d. Sample Cover Letter [showing how you would present yourself for the next internship/job]
6. **Reflective Integrative Essay: a minimum of a 3500-word written component that includes citations from scholarly literature related to your concentration field.**
7. Excerpts from journal entries written while completing the project references to observations of and/or interviews with people who have expertise related to the project topic, feedback from other individuals relative to the on-going development of the end product, etc.
8. Bibliography [annotated list of professional and academic readings]
9. Assessment of the Internship Placement Site

This document is based on the Internship package developed by New Century College and adopted by the Spanish Program for SPAN 490 and FRLN 490.