

Guidelines for Internship

It is the responsibility of the student to determine what kind of an experience s/he is looking for, to locate an appropriate opening, to obtain departmental approval prior to undertaking the experience, and to meet all deadlines. (Please note: If you are studying abroad, you must plan ahead in order to meet your deadlines.)

I. Setting up the Internship

Early during the semester before you plan on completing your Internship (or before) you need to do the following:

1. Investigate internship possibilities.

You must take the initiative to plan ahead and find a suitable position. Consider where your interests and strengths lie. Find an agency or company where your internship would be of mutual benefit. The internship does not have to be done in Lincoln, and may be done the summer before graduation. If you choose to do your internship abroad, it may not be done the same semester that you are completing the study-abroad requirement.

You may consult the list of internships provided by the Department. Our list is not exhaustive; you are welcome to find other internship locations. If you have a lead on an organization that is not on the list, let the Internship Coordinator know, and we can make initial contact for you.

2. Make an appointment to speak with your Project Mentor. We will discuss the various options and help direct you.

3. Contact the organization and apply for the internship that you choose. You will be expected to interview with the organization. During this interview you should arrive at a detailed description of your job and responsibilities.

4. Once you have reached an agreement with the supervisor of the intended internship, submit your formal proposal to the Department, detailing the project. The proposal should include the following information:

Type of organization

Type of work that you will do

Type of communication in Spanish

Type of contact with direct supervisor (native speaker?)

Why you have chosen this internship

II. Requirements for the Internship

1. The internship must take place in a setting where the language of the major program is the dominant language.
2. The internship must comply with credit guidelines. The internship requires 45 logged hours (fifteen weeks at three hours per week) per credit hour. Credit for internships is graded as Pass/Fail.
3. Interns must maintain regular contact with their project mentor in the Department of Modern Languages during the course of the internship.
4. Documentation:
 - Internship log (form): Interns must maintain a log of hours in which the dates and times of their internship work are recorded. The Site Supervisor must validate the hours.
 - Journal (typed): Interns must maintain a reflective journal during the course of the internship, written in the target language, that provides a substantial narrative of what they accomplish each time they work, including their experiences and reactions. This journal will be submitted midway through the experience and at the end of the semester.
 - Final paper (typed): At the conclusion of the internship, the student will write a 5-7 page essay in the target language. This paper should not merely repeat reflections or information from the journal, but should be more analytical and comprehensive in nature.
 - Intern Evaluation Forms (Form completed by Site Supervisor) (Form available in packet and on-line): Interns are responsible for confirming that their site supervisor has returned the Intern Evaluation Form. No credit can be given until the intern has submitted this form to the department.
5. Presentation: In addition to fielding questions in the target language about the internship during your Exit Interview, you will be making a presentation in English at the Senior Project Colloquium scheduled for the Monday of the 12th week of the semester from 4:00-5:30.
6. Deadlines:

Graduation	May _____
Initiate discussion	semester before project
Project proposal / Request project mentor	9 th week semester before project
Meet with project mentor	4 th week
Journal – part I	7 th week
Meet with project mentor	11 th week
Senior Project Colloquium	Mon of 12 th week
Schedule Exit Interview	12 th week
Completed Project : Final Documentation (log, journal, paper, Eval. Form)	14 th week
Assessment	15 th week
Exit interview	culmination week