

**APPLICATION FORM**  
**MODERN LANGUAGES AND LITERATURES INTERNSHIP FOR CREDIT**

**Student's Name:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_ **Dept/Prgm:** \_\_\_\_\_

**Most Recent GPA:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**Descriptive Title of Internship:** \_\_\_\_\_

**On-Site Supervisor (name and title):** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address of Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Dates of involvement in the internship:** Begin: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Conclude: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mo/day/yr) (mo/day/yr)

**Term of Enrollment:**  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_  Summer 20 \_\_\_\_

**Total number of weeks for the internship:** \_\_\_\_\_

**Total number of contact hours for the internship (if applicable):** \_\_\_\_\_

**Amount of credit requested:** 3 credits

Please note, normally 30 internship hours are required per credit earned.

**Academic content of the proposed internship:** On a separate sheet, *the student* must provide a proposal containing a specific description of the activities and responsibilities of the internship. The proposal is typically no more than one-page of typed text and must be clear and specific. Please include your name and date at the top of the sheet. For established internships, students may draw on the language provided by the institution providing the internship. ***Must be typed.***

**Means of evaluation:**

**Grade breakdown:**

- 9% Student participation in class meetings
- 15% Final presentation
- 17% Internship report in the target language
- 14% Journals (7 journals in total, each journal is 2%)
- 45% Internship performance based on on-site supervisor evaluation

***In signing below, we agree to the content description and to the means of evaluation:***

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty member approval :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Internship Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GUIDELINES FOR INTERNSHIP CREDIT

Internships are intended to provide the student with an opportunity to apply linguistic, cultural, analytical, interpretive, and creative skills developed in coursework. Internships typically take place outside the University's Coral Gables campus in businesses that cater to language-specific clientele, healthcare programs that serve the community, cultural or community centers, or a relevant not-for-profit organization, library, or archive.

Each intern must have a clearly designed project that he/she is capable of completing by the end of the internship. In some cases, the organization will recommend a project that meets its immediate needs, and in others the intern and the organization may develop a project that is mutually beneficial. In all cases, the internship must produce work of value to the organization while also providing the student a meaningful learning experience, preferably one that is indicative of the functions of that organization.

### I. INTERNSHIP APPLICATION PROCESS

**Students are responsible for arranging their own internships with the assistance of the Internship Coordinator. Students should first notify the Internship Coordinator once an agency/program is selected, and must then contact that agency or program directly to apply for a position as an intern.** Students must notify the Internship Coordinator if a formal letter documenting participation in the Modern Languages and Literatures Department's Internship is needed, and when agency/program acceptance is confirmed.

#### **Internship Agreement Form:**

Once accepted as an intern, students and agency supervisors must sign an Internship Agreement Form officially stating the intern's responsibilities, which should include the specific weekly work hours. This form must be submitted to the Internship Coordinator.

### II. GENERAL INTERNSHIP CREDIT CRITERIA

A. Internships undertaken for academic credit require a strong academic profile. The central question is the value of the internship experience to a student in the College of Arts and Sciences. Some clerical or mechanical work may be part of the internship. However, internships that are primarily clerical or mechanical will not qualify for academic credit. Internship activities within a relevant organization that could be counted for credit might include the following:

- Writing promotional materials, informational materials, or product copy in the target language
- Translating or interpreting to or from in the target language
- Carrying out research through archives/primary sources, secondary sources, or interviews
- Preparing presentations, documentaries, events, or exhibits

B. Students proposing internships for credit must submit thorough, accurate, and lucid proposals to the faculty member by the established deadline (one week prior to the beginning of classes). (As with any course, a late drop or withdrawal will require approval from the Internship Coordinator)

and the appropriate Director of Undergraduate Studies.) The Modern Languages & Literatures (MLL) Department will not retroactively approve credit for internships that were undertaken without the formal sponsorship and guidance of a UM faculty member and without a completed internship application submitted to Internship Coordinator before the commencement of the internship. (You are responsible as well for providing copies of the internship agreement to the Internship Coordinator and to the On-site Supervisor.)

C. **FEES:** As a reminder, because this is a credit-bearing course, students will be charged the regular tuition fees during the academic year as well as during the summer session at UM.

D. A maximum of three semester hours of internship credit may be counted toward the student's degree program.

E. Internships may not be supervised by a member of the student's immediate family. One person may not serve as *both* the faculty sponsor and the on-site supervisor.

### III. EVALUATION OF THE INTERNSHIP

**A. Class Meetings:** There will be three mandatory class meetings, plus an end-of-the-year presentation. The first is the Internship Orientation where internship requirements are explained; the second is the Midterm evaluation, where students discuss and share their internship experiences together with the Internship Coordinator and the class; and, the third is the Internship Wrap Up, held in the last week of classes, where students will critically analyze their internship experience and prepare for their formal presentations. The presentations will be done in a mini-symposium format, opened to other students and faculty members.

B. Internships should involve the student in some expository **writing in the target language**. Examples include (but are not limited to): a journal, an internship report, a research paper, and/or a portfolio. As part of the internship, **a written report in the target language of at least 7 pages will be required**. Depending on the nature of the internship, the faculty supervisor may require additional written assignments as part of the internship. Such additional assignments will be described by the faculty supervisor as part of her or his description of the means of evaluation.

**C. On-site Supervisor evaluation:** Agency supervisor must complete an evaluation form for the intern. Supervisors are generally concerned about reliability and dependability, ethical behavior, aptitude for the profession, and receptiveness to supervisor, clients, and co-workers.

#### **Grade breakdown:**

9% Student participation in class meetings

15% Final presentation

17% Internship report in the target language

14% Journals (7 journals in total, each journal is 2%)

45% Internship performance based on on-site supervisor evaluation

**\*\*\*NOTE:** If a student experiences difficulties during the course of an internship, he/she must contact the Internship Coordinator immediately, which may lead to alternative placement if necessary. However, if difficulties arise because the student has not fulfilled the responsibilities

agreed upon at the start of the internship and stated in the Internship Agreement Form, the student may be asked to drop the course.

**IV. ACADEMIC HONOR CODE.** This Internship course upholds the UM Honor Code that provides standards that prohibits all forms of scholastic dishonesty. The Code covers all written and oral examinations, term papers, creative works, assigned computer related work, and any other academic work done at the University of Miami.

## **V. STUDENT RESPONSIBILITIES AND GUIDELINES**

### **A. Responsibilities Prior to the Internship:**

- 1) The internship will be normally arranged by the internship coordinator who will inform the student about the existing internships.
- 2) The student may also arrange the internship by him/herself. In this case he/she must:
  - a) Establish contact with the host organization.
    - Explore resources in the Toppel Career Center Office as well as on the Internet.
    - Contact the internship coordinator
    - Contact a prospective on-site supervisor
  - b) Arrange a supervisor from the faculty.
    - Discuss plans with a faculty member who is available to sponsor an internship.
    - The faculty must be part of the MLL department.
  - c) Determine the nature and extent of the internship.  
With the help of the internship coordinator, the faculty sponsor, and the on-site supervisor, design a proposal (must be typed) that will promote direct involvement in the occupational, creative, or research field of the internship.
- 3) The Internship coordinator will help the student in designing the proposal:
  - ✓ Define exactly what he or she will be doing as an intern.
  - ✓ Specify goals and objectives and how background and responsibilities will help fulfill these objectives.
  - ✓ Specify how much and by what means communication will occur with the faculty sponsor during the internship.
  - ✓ Describe the project, paper, portfolio, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should be commensurate with the number of credit hours for the internship.
- 4) The student must submit the Internship proposal (please refer to the Internship proposal form) and the Application form, **with all signatures**, to the Internship coordinator.
- 5) The student must make and retain a copy of the proposal and provide a copy to the on-site supervisor.

## **B. Responsibilities During the Internship:**

- 1) The student should conscientiously fulfill all the responsibilities defined in the internship proposal and expected of a motivated intern and serious college student. Significant lapses in meeting these responsibilities may result in termination of the internship and/or academic failure.
- 2) The student needs to participate in the three class sessions and final presentation. (Please refer to “**III. Evaluation of the Internship**”.)
- 3) On a regular basis, the student should discuss his or her progress and performance with the on-site supervisor.
- 4) The student should maintain contact with the faculty sponsor by phone, letter, e-mail, or in person.
- 5) The student will be required to complete 7 bi-weekly journals and a final internship report.

## **C. Responsibilities After the Internship:**

- 1) Present the Internship report or other materials (paper, project, exhibit) to the faculty sponsor for discussion and evaluation of the internship. The student must meet the pre-established deadlines for submitting all required materials.
- 2) Participate in the semester’s Internship’s Final Presentation program.
- 3) Remind the on-site supervisor to provide an evaluation of the intern at the conclusion of the internship to the faculty sponsor and the Internship Coordinator. The on-site supervisor’s evaluation of the intern is an important component of the faculty member’s evaluation of the project for academic credit.

## **V. RESPONSIBILITIES OF THE FACULTY SPONSOR**

The faculty sponsor should be prepared to fulfill the following responsibilities:

- ✓ To judge the proposed internship for its learning objectives, methods, and evaluation criteria for higher education credit in a liberal arts context.
- ✓ To approve the formal internship proposal.
- ✓ To evaluate and grade the student's internship experience, taking into consideration the on-site supervisor's evaluation, the student's evaluation of the experience, and the student's work, and the internship coordinator’s feedback. Sponsors must submit a pass/fail grade by the established deadlines for the appropriate term of study.

## **VI. RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR**

The internship coordinator should be prepared to fulfill the following responsibilities:

- ✓ To consult and communicate with the student applicant, the faculty sponsor, and the on-site supervisor concerning their expectations and plans.
- ✓ To consult with the prospective on-site supervisor concerning their mutual interests in the supervising and guiding of the student. Phone calls, e-mails, or letters exchanged during the placement period are encouraged to achieve effective contact between the on-site supervisor and the faculty sponsor.
- ✓ To help the student in designing the proposal containing a description of the activities and responsibilities of the internship. To approve the formal internship proposal, which the student then submits to the faculty member.
- ✓ To provide appropriate instruction and guidance to the student during the internship.
- ✓ To ensure that the internship closely matches the agreed upon activities and learning experiences.
- ✓ To communicate with the on-site supervisor and the student intern during the course of the internship.
- ✓ The internships will be normally arranged by the internship coordinator who will inform the student about the existing internships.
- ✓ To organize the three class meetings and the final mini-symposium.

## **VII. GUIDELINES FOR THE ON-SITE SUPERVISOR**

A. The on-site supervisor must clearly be qualified by professional experience and affiliations, job status, professional credentials, etc., to guide and evaluate the internship activity. The student's parent(s) or an immediate family member may not serve as the on-site supervisor.

B. The on-site supervisor is asked to meet the following expectations:

- ✓ To consult with the student applicant and the faculty sponsor concerning their expectations and plans.
- ✓ To provide appropriate professional guidance and instruction to the student during the internship.
- ✓ To ensure that the internship closely matches the agreed upon activities and learning experiences. Major departures from the approved plan must be reviewed by the faculty sponsor.
- ✓ To provide an evaluation of the intern at the conclusion of the internship to the faculty sponsor and the Internship Coordinator. This evaluation must indicate the number of hours the student worked and must assess the student's performance in the task(s) for which he/she was responsible. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit. (please refer to the On-Site Supervisor's report).

C. The on-site supervisor is not responsible for providing housing for or remuneration to the student intern. The student intern remains responsible for his or her general well-being, health, and living expenses.

These guidelines have been adapted from those written by the Internship center at Skidmore College, the History department at Cleveland State, the History department at the University of Miami, and the Sociology department at the University of Miami.