

*COLLEGE OF CHARLESTON
DEPARTMENT OF HISPANIC STUDIES
INTERNSHIP GUIDELINES*

What is an Internship?

An internship is defined as a carefully monitored (in this case by both a representative from the College of Charleston and by an individual within the place of internship) work or service experience in which a student has specific learning goals and can reflect upon those opportunities.

An internship often has specific requirements (i.e. minimum number of hours for credit earned) that are laid out by the department faculty member in consultation with his/her chairperson. In this scenario, the student and the internship host coordinate the specific requirements for the experience. After this is completed, the academic department must approve the structure of the activities and handles the granting of graded credit.

In terms of graded credit hours, the most widely used formula is as follows:

- 1 credit = 40 hours (in-class and out-of-class experiences)
- 2 credits = 80 hours
- 3 credits = 120 hours
- 4 credits = 160 hours

It is assumed that the experience occurs within the traditional framework of a 15 week semester, although this calculation allows for shorter (e.g. summer) internships. During this time students are often asked to complete additional work which may include, but not be limited to, time-bound journal responses based upon directed learning, evaluations that are completed by the intern host and/or site visits by the internship coordinator, and a final reflective essay that investigates more thoroughly the overall experience. These requirements are solely the discretion of each faculty member who is the instructor of record and his/her Department Chair. Furthermore, they are pre-determined, prior to the internships start, with inclusion of the student and faculty as well as the site supervisor. A specific learning contract will be submitted and filed on the students' behalf to document the work that will be done, dates for turning in assigned work, and grading procedures.

SPAN 401 Hispanic Studies Internship Requirements

The prerequisites for SPAN 401 are as follows:

- declared Spanish major or minor
- completed at least 12 hours of upper level Spanish, including SPAN 313 and 314, 312 or 328; and two other courses at the 300- or 400- level
- acceptance to an internship site or program, identified by the student
- oral proficiency interview with and approval of the faculty of record

SPAN 401 Course Implementation

Students will identify internship opportunities or sites and complete any application processes for the programs. Students will also identify a faculty member with whom to work as faculty of record. The faculty member is responsible for assigning and evaluating the academic work produced, and consults periodically with the on-site supervisor to determine if the student is doing satisfactory work at the internship site.

In consultation with the student, the faculty member will draw up a contract that serves as a course syllabus. The contract will outline the length of the internship, the responsibilities involved in the internship, the credits to be awarded upon successful completion of the internship and corresponding academic work. At the same time, the contract will provide specific reading and writing assignments as well as due dates for reflective journals assignments, internship evaluations, oral interviews, and the final project. The Department Chair will approve the contract, assuring that the course workload is appropriate to the length of the internship and the credits awarded.

The faculty member is responsible for leading a tutorial at the beginning of the internship experience. The tutorial serves as an introduction to the work experience, and is meant to provide the student with adequate preparation in Spanish language and cultural topics that are likely to form part of the internship experience, generally through readings and other sources like videos. The following strategy may be used to determine the structure of the tutorial. During the first three weeks of the semester, the tutorial would meet once per week for two hours with the goal of providing students the necessary information to be successful in their internships. For the remaining 12 weeks of the semester, the tutorial would revert to a once per week meeting for one hour; hours at the internship site would be completed over the 12 weeks.

Internships may be international. Current possibilities exist for internships in Monterrey, Mexico, through the Instituto Tecnológico de Estudios Superiores de Monterrey's (ITESM) internship program for foreign students. In the case of international internships, the tutorial will be conducted prior to departure for the foreign internship site, with specified contact times arranged (generally via email) during the internship experience.

Step-by-Step Guide for the Student to Get Involved in an Internship

1. Print off this entire document from the Department of Hispanic Studies website. Complete the Student Biography Information sheet.
2. Choose a faculty member within the department who is willing to serve as the Faculty Advisor for your internship. Meet with this individual, bringing the completed Student Biography Information sheet with you, and talk about the three areas you would like to possibly intern.
3. Schedule an appointment with the Chair of Hispanic Studies (Dr. Mark P. Del Mastro, delmastromp@cofc.edu; 953-6748) who will help you research positions, recommended or suggested to you by your Faculty Advisor.
4. Contact the site and discuss possibilities with a potential site supervisor. Return to your Faculty Advisor to complete the Individualized Student Learning Contract. Your Faculty Advisor will sign off on this form and help you register for the SPAN 401 credit.
5. Complete the internship successfully, ensuring that you are doing weekly journals and preparing your portfolio as you are working. Enjoy the experience.
6. Mid-semester check-ins will occur – your site sponsor will be contacted.
7. End of semester check-ins will occur – your site sponsor will complete the Employer Evaluation of Student Intern.
8. Complete your personal reflection about the experience, the Student Intern Evaluation of Site and Employer, and hand in all materials including your weekly journal responses in a portfolio to your Faculty Advisor.
9. Meet with your Faculty Advisor to discuss the experience.
10. Faculty Advisor evaluates student intern and the work completed throughout the semester. A traditional A – F grade is submitted for SPAN 401 course.

Student Biography Information

Name _____	Year @ CofC: Fr ___ So ___ Jr ___ Sr ___
Address _____	
Street	City
State	Zip
Phone _____	Email _____
Secondary Contact _____	Relation _____ Phone _____

Major (if applicable) _____	Minor _____
Faculty Advisor _____	Email _____

Desired Internship Opportunities and/or Concentrated Areas of Learning:

1. _____
2. _____
3. _____

Semester: Fall 200__ Spring 200__ Summer 200__ (please block out schedule below)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8AM						
9AM						
10AM						
11AM						
12PM						
1PM						
2PM						
3PM						
4PM						
5PM						
6PM						

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Internship Location _____	Phone _____
Address _____	
Street	City
State	Zip
Supervisor _____	Email _____
Work Schedule _____	Dates _____

Individualized Student Learning Contract

Student Name _____ **Student ID#** _____

Mailing Address _____

Email _____ **Phone #** _____

Host Organization _____ **Phone #** _____

Address _____

Supervisor _____ **Email** _____

Work Schedule _____ **Dates** _____ **to** _____

Total # Hours _____ (hours) X _____ (weeks) = _____ (total hours) **Compensation \$** _____ **per** _____

Job Description: Describe in as much detail your role and responsibilities as an intern (duties, projects, deadlines, etc.)

Learning Objective: To learn _____

Learning Activities: Describe how you will gain this knowledge. 1.

2.

3.

Evaluation: Describe how you will comprehend this knowledge. 1.

2.

Learning Objective: To learn _____

Learning Activities: Describe how you will gain this knowledge. 1.

2.

3.

Evaluation: Describe how you will comprehend this knowledge. 1.

2.

Supervision: Describe in detail the supervision to be provided, including frequency of meetings, method of instruction, etc.

Agreement: This contract may be amended or terminated by the student, Site Supervisor, or Internship Coordinator at any time with written notice that is received and agreed to by the other two parties.

Student Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Appropriate Behavior During Your Internship

As a College of Charleston student, your actions reflect upon the entire academic community: administration, faculty, staff, and students. It is important to realize that you are a learning ambassador for this institution and your actions during the internship will determine future opportunities at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.

Dress for success. During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site you may be working within. If it is readily unapparent or there seems to be a wide array of options, do not hesitate to ask your supervisor. You do not want to be sent home the first day of your internship!

Show up early. If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking; slow traffic; a sudden heavy downpour. To be on time is to be late.

Be prepared to work. Take the time to learn about the environment you are about to become a member. Ensuring you have a basic knowledge about the rules of the internship location, the “Do’s” and “Don’ts,” and general guidelines of your role will enhance your experience.

Ask questions if you want answers. The work place may be intimidating at first until you become comfortable within your surroundings. Because the work will be new to you and, possibly, trivial, and obvious to your mentor, it may not be explained as well as it should be. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.

Ask your supervisor for regular feedback. Though no one likes criticism, done properly, it can assist your development as a learner and help you meet the internship’s learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision making process. However, don’t overdue the feedback requests. Your supervisor has his or her own personal work to accomplish and will be willing to give feedback once a week perhaps, but not every day.

Be realistic. Work involves monotonous projects like photocopying, filing, and answering telephones. Though this should not be the crux of your experience, you should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it may be favorable later on down the road.

Faculty Signature _____

Date _____

Student Signature _____

Date _____

Employer Evaluation of Student Intern
Department of Hispanic Studies, College of Charleston

Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to the Chair of Hispanic Studies at the College of Charleston at the conclusion of the internship. Thank you for serving as an intern supervisor!

Student Name _____ Internship Title _____

Supervisor _____ Title _____

Host Organization _____ Dates _____

I. Using the scale below, rate the student's performance on the items listed by writing a number in each blank. For any items with a rating of "1" or "2" please provide an explanation in the space provided. Comments on the other items would be helpful for the student as well. Use "N/A" if there has been no opportunity for you to observe the skill or if it is not relevant to the work setting.

<i>Below Expectation</i>		<i>Satisfactory</i>		<i>Beyond Expectation</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

	Rating	Comments
A. RELATIONS WITH OTHERS		
Ability to communicate with staff	_____	_____
Ability to communicate with clients	_____	_____
Ability to work for and with others	_____	_____
B. SUPERVISION		
Ability to seek and use help	_____	_____
Openness to constructive criticism	_____	_____
Ability to work independently	_____	_____
C. PERSONAL QUALITIES		
Initiative	_____	_____
Creativity	_____	_____
Dependability	_____	_____
Punctuality	_____	_____
Personal appearance	_____	_____
Ability and willingness to learn	_____	_____
Adaptability	_____	_____
Adherence to organization policies	_____	_____
Trust and confidentiality	_____	_____
D. SKILLS		
Verbal communication	_____	_____
Written communication	_____	_____
Analyzing problems	_____	_____
Problem solving	_____	_____
Organizing and completing assignments	_____	_____
Making and meeting deadlines	_____	_____

- II. Please provide a brief assessment of the student's overall progress since the beginning of the internship. Include comments about the student's progress toward the learning objectives stated on the Learning Contract.
- III. Identify the areas of professional growth that you have noticed in the student over the course of the internship.
- IV. Discuss areas of improvement in job performance or skill building that the student should address.
- V. What suggestions do you have for the student regarding further study or skill development which would be helpful for a future job placement or career in this field?

Site Supervisor's Signature

Date

Student Intern's Signature

Date

Please return this form to:

*Dr. Mark P. Del Mastro
Chair, Hispanic Studies
School of Languages, Cultures, and World Affairs
College of Charleston
66 George Street
Charleston, SC 29424-0001
843.953.6748*

Student Intern Evaluation of Site and Employer
Department of Hispanic Studies, College of Charleston

The purpose of this evaluation is to assist you in reflecting on your internship experiences and identifying areas of personal, professional, and academic growth. Your responses will be helpful not only to yourself but also to students considering this internship site in the future and to your supervisor at the organization. This evaluation will be shared with your former supervisor, but only AFTER you have exited the internship site. Please respond honestly to the questions. Your responses can in no way jeopardize your internship placement.

Student Name _____ Internship Title _____

Supervisor _____ Title _____

Internship Site _____ Dates _____

- I. List the most important tasks you were responsible for in your internship. Then rate your performance on each task using the scale provided. Comment briefly on your rating for each task.

<i>Performed poorer than I would have liked</i>		<i>Performed Satisfactorily</i>		<i>Performed at my best</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

<i>Task</i>	<i>Rating</i>	<i>Comments</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

- II. What do you think are the three most important abilities/skills/characteristics that you have developed as a result of this internship experience?

- 1.
- 2.
- 3.

- III. What type of training did your employer provide?

- IV. What type of supervision did your employer provide?

