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. Michael Gomez, gomezm@cofc.edu; 953-7125) 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 _______________________________________________________________________________

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)

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Office Use Only

Internship Location ___________________________ Phone ___________________________

Address _______________________________________________________

Street City State Zip

Supervisor ___________________________ Email ___________________________

Work Schedule ___________________________ Dates ___________________________
**Individualized Student Learning Contract**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Phone #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Host Organization</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>Email</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Dates</td>
</tr>
</tbody>
</table>

| 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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Supervisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Site Supervisor Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
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 _______
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!

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Internship Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Host Organization</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Below Expectation</th>
<th>Satisfactory</th>
<th>Beyond Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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. Michael A. Gomez
                                Chair, Hispanic Studies
                                School of Languages, Cultures, and World Affairs
                                College of Charleston
                                66 George Street
                                Charleston, SC 29424-0001
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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?
V. What were the best features of the job?

VI. What did you like least about the job?

VII. What classes have you taken that were helpful to you in performing this job?

VIII. What additional coursework and/or experience would be helpful in order to improve your success in this placement?

IX. Has this experience confirmed or changed your educational or career plans? Please circle one option and explain below: Confirmed  Changed

X. What is your overall evaluation of your employer and internship experience?

XI. Would you recommend this internship to another student? Please explain.

Place in your portfolio for your faculty advisor to view.
1. Describe the learning objectives for your internship.

2. Explain how you achieved each learning objective and how each one is significant to your development as a learner.
3. Explain what skills you developed and utilized during your internship.

4. Discuss areas of personal skill development that would benefit your future learning experiences.

5. Discuss what additional coursework and work experiences would be beneficial to your successful future in this work environment.

6. Reflecting back upon what you have experienced during this recent internship, how can this time spent be beneficial to you as a student, a scholar, and a person?

Place in your portfolio for your faculty advisor to view.