

L & P Internships: Requirements and Procedures

Updated June 2021

Requirements of an internship in L & P:

1. Before registering for internship credit, students seeking internship credit as part of their degree plan must get the approval of a professor with whom they have recently studied. A written approval from this professor will be necessary for registration for the course if the student plans to apply the credit towards a minor or major in the language.
2. Once registered, students complete and hand in an **Academic Proposal with Learning Objectives** within the **first week of the semester during which they will earn credit**.
3. Students complete between 30-45 hours of internship related activity per credit hour earned.
4. Students hand in an **Internship Reflection Paper** by **the first day of final exam week** of the semester for which they will earn credit. The **Academic Proposal with Learning Objectives** should be written in your language of study and include the following:
 - a. A general but brief description of the program or context in which the internship is going to occur. This includes agency or program name, immediate supervisor's name and contact information, and the intern's role, position, or job description within the agency or program.
 - b. A brief description of the major goals for the internship. This may include the intern's intended services, achievements, skills acquired, lessons learned, and abilities acquired.
 - c. Specific, bullet-point style learning objectives. Each specific learning objective should include: (a) one intended outcome, (b) the plan by which to accomplish that outcome, and (c) a method for evaluating accomplishment of the intended outcome.
 - d. A basic plan for completing the required number of hours to earn the number of credits the internship represents.

A well conceptualized and well written **Academic Proposal with Learning Objectives** requires 1 to 3 double-spaced pages. It includes 3-5 learning objectives. It is due by the first week of the enrolled semester.

The **Internship Reflection Paper** should be written in your language of study and answer the following questions:

- a. What did you learn from your internship experience?
- b. Did you achieve the intended goals listed in your proposal? Give concrete examples to demonstrate.
- c. Did you meet the learning objectives set out in your proposal? Give concrete examples to demonstrate.
- d. How many hours did you invest in internship related activities (including study, planning or preparation, and the activities themselves)?

- e. What else would you like to add? Were there any unexpected outcomes of the internship? Is there anything you would do differently next time? How has the internship influenced your career or other future plans?

A well conceptualized and well written **Internship Reflection Paper** typically requires 1 1/2 to 3 double-spaced pages. It is due by the last day of final exams of the enrolled semester.

Spanish Program Internship Study Abroad Program (Semester/Summer):

1. Before registering for internship credit (Spanish 4890), students must be officially enrolled in a semester or summer internship study abroad program led or facilitated by an SUU Spanish faculty member. This faculty member, in consultation with the Learning Abroad office, will complete the necessary paperwork to register the students for the internship and any additional language courses.
2. During the pre-departure meetings, students will receive a course syllabus for Spanish 4890 which will include deadlines, learning outcomes, course requirements (for example, proposal, guided weekly reflections, and final internship reflection paper), meetings, and expectations. Required hours/credits (1-5) and the written language used for this coursework will be individually determined between the student and Spanish faculty member.
3. During their internship abroad, students can expect to use their language skills in a supervised, professional setting. Internships are coordinated during pre-departure based on the student's interests, level of proficiency, and in consultation with our faculty.