

**Iowa State University
Department of Foreign Languages & Literatures
INTERNSHIP / CO-OP LEARNING CONTRACT**

INSTRUCTIONS:

This form should be completed by the student, his/her employer, the faculty sponsor, and the FLL Internship Coordinator before the end of the first week of the semester during which the student is interning. Return the completed form to the Internship Coordinator in 300 Pearson Hall where it will be kept on file.

PART 1: TO BE COMPLETED BY STUDENT AND HIS/HER EMPLOYER

STUDENT INFORMATION (please print)

Name of Student

Student ID Number

INTERNSHIP MAILING ADDRESS:

Street Address

City State Zip Code

Telephone Number Student's Major

EMPLOYER INFORMATION (please print)

Employer's Name & Title

Company/Organization

MAILING ADDRESS:

Street Address

City State Zip Code

Telephone Number

PART 2:

TO BE COMPLETED BY THE STUDENT INTERN AND HIS/HER EMPLOYER.

Student Job Title: _____

Salary: _____ Hours per week: _____ Total Number of Hours: _____

Beginning date of work experience (Month/Day/Year): _____

Ending date of work experience (Month/Day/Year): _____

WORK EXPERIENCE LEARNING OBJECTIVES. Please identify experiences or tasks in which the student will be involved. The learning objectives should be specific and constitute a basis for evaluation at the end of the work term. Please attach an additional document if needed.

PLEASE COMPLETE THE BACK SIDE OF THIS FORM

**PART 3:
TO BE COMPLETED BY THE STUDENT AND THE FACULTY MEMBER SPONSORING THE INTERNSHIP.**

In what course will the student be enrolled (please circle):

CHINESE 499 FRENCH 499 GERMAN 499 SPANISH 499 RUSSIAN 499

Credit Hours: _____ Total Working Hours: _____ Method of Grading is Satisfactory / Fail

Students are required to work a minimum of 4 weeks regardless of the number of credits earned. The amount of on-the-job training is comprised of a minimum of 40 hours for 1 credit; a minimum of 85 work hours for 2 credits; a minimum of 130 work hours for 3 credits). Internship credit shall be granted based upon working in the target language during the required number of work hours as well as successful completion of the following academic work:

REQUIRED:

- Journal entries or summary reports submitted to the faculty supervisor every 1-2 weeks (approx. 250-300 words). Each entry or report will be written in the target language and summarize internship activities during the period including activities, responsibilities, experiences. Reports should include relevant technical vocabulary.

- End-of-semester statement from the work supervisor that declares that the student has used the target language and which speaks to the student's performance on the job.

REQUIRED: At least one of the following (please check the appropriate box):

- A report of a minimum five pages in length (approx. 1250-1500 words) that discusses the specific cultural differences between the host country and the USA in the workplace as well as identifying important experiences which changed your perception of that country.
- A report of a minimum five pages in length (approx. 1250-1500 words) that discusses the one social, political, or cultural issue which received widespread attention in the media while you interned.
- A report of a minimum five pages in length (approx. 1250-1500 words) that summarizes the challenges for U.S. professionals working in the host country (based on your experience). Discuss the extent to which your knowledge of the target language and culture contributed to meeting some of the challenges you encountered.
- A transcribed interview with your work supervisor (minimum five pages in length-approx. 1250-1500 words) in the target language that discusses why your supervisor decided to pursue a job in this field, the most or least rewarding part of his/her job, the hardest or easiest part of his/her job, what he/she might change about the job, or cultural differences between working in the target country and another; etc.
- Another project. Please explain in detail:

When will all academic work be completed by the student and turned in to the faculty supervisor?

**PART 4:
SIGNATURES**

Faculty Supervisor's Signature Date

FLL Internship Coordinator's Signature Date

Faculty Address, Phone Number, E-Mail

PLEASE RETURN THIS FORM TO THE INTERNSHIP COORDINATOR, 300 PEARSON HALL.