

Internships in World Languages and Cultures

What is an internship?

An internship is supervised experiential learning which offers you the opportunity to work in a career related position part-time while you complete your university studies.

In order for a job to be considered an internship, it must meet the following three criteria:

- The experience must be meaningful as related to your degree or subject area
- You must be provided with supervision and training.
- You must be provided with evaluation or feedback on your professional or skills development.

How many hours a week must I work at my internship?

You decide how many hours you would like to work with input from your employer and your faculty sponsor. In world languages, students typically work between 8-12 hours a week, depending on a number of factors such as the total length of the internship, the nature of the internship, the use of a target language, etc.

Am I paid a salary as an intern?

Each employer is different in its salary policy for interns and salaries or stipends may vary widely depending on the country in which the internship is located. You should be sure to clarify any form of remuneration or support (e.g., meals on-site) as well as support for finding housing, prior to agreeing to the internship.

Can I receive academic credit for my internship experience?

You can receive academic credit for your internship experience if you complete a *Learning Contract* signed by you, your faculty sponsor, and the internship coordinator in WLC. The *Learning Contract* lists the tasks in which you will be involved on the job; stipulates what the learning objectives of your work experience are; and identifies the method of evaluation (e.g., keeping a journal, preparing a research paper, giving a presentation, etc.) agreed to by your faculty sponsor. At the end of your employment, your employer or supervisor must submit a letter or certificate indicating that you completed the internship and provide an assessment of your professional development. In addition to the *Learning Contract*, you must register for the appropriate course (Chinese, French, German, Russian, Spanish 499), regardless of whether or not you are receiving a salary as part of the internship. Most students register for the semester following the completion of the internship.

When is credit granted?

Before the internship begins, you, your faculty sponsor and your work supervisor must file a *Learning Contract*. The *Learning Contract* stipulates the academic requirements, learning objectives, method of assessment and required work experience. Credit is granted after all aspects of the *Learning Contract* have been satisfactorily met. Normally internship credit is not granted retroactively.

What internships are available to me in world languages and cultures?

The availability of internships depends on the country in which you would like to work, as well as your major, minor, and any prior work experience that might be relevant to the internship.

How do I find out more about participating in an internship in world languages?

Students may also seek out their own internship and work with a faculty sponsor in their language area. For initial questions and information about internship opportunities in world languages, you may contact of the following internship coordinators:

- ❑ For Spanish contact Professor Chad M. Gasta (gasta@iastate.edu. 294-0918).
- ❑ For Chinese, French, German or Russian contact Professor Mark Rectanus (mwr@iastate.edu. 294-4324).

**Iowa State University
Department of World Languages and Cultures
INTERNSHIP / CO-OP LEARNING CONTRACT**

INSTRUCTIONS:

This form should be completed by the student, his/her employer, the faculty supervisor, and the WLC Internship Coordinator before the end of the first week of the semester during which the student is interning. A final copy (including all signatures in Part 4) should be submitted to the WLC Academic Adviser who will assist the student in registering for the appropriate 499 course.

PART 1: TO BE COMPLETED BY STUDENT AND THE 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 THE 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 that you and the employer have agreed upon. The learning objectives should be specific and constitute a basis for evaluation at the end of the internship. Please attach an additional document (e.g., correspondence confirming the internship) if needed.

PLEASE COMPLETE THE BACK SIDE OF THIS FORM

**PART 3:
TO BE COMPLETED BY THE STUDENT AND THE FACULTY MEMBER SUPERVISING 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 130 hours during the internship)

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 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

WLC Internship Coordinator's Signature Date

Faculty Address, Phone Number, E-Mail

RETURN THE COMPLETED FORM TO THE INTERNSHIP COORDINATOR in 3102 PEARSON HALL.