

Department of Modern and Classical Languages Internships Overview

Objectives:

1. To improve the student's communication skills in the target language and in his/her chosen field of interest.
2. To become familiar with the target culture through contact with members of the community.
3. To gain practical experience that would help the student in her/his long-term goals.
4. To give the student the opportunity to network with others in her/his future profession.

Requirements:

1. Fall or Spring semesters: A minimum of eight (and a maximum of twelve) hours of work per week for 14 weeks.
2. Summer Internships: Between 112 and 140 hours of work over a six to eight week period.
3. Intercession/Winter Break: Between 112 and 140 hours of work.
4. Participation in regular meetings with the faculty mentor during the course of the internship period. Meetings will be monthly to bimonthly during the Fall and Spring semesters and will be more frequent during Summer and Intercession/Winter Break. In the summer, winter/intercession, and when students are abroad, meetings will be held via email, phone conferences and/or an online platform. Meetings and other communication with the faculty mentor will be conducted in the target language.
5. Completion of the following assignments. Everything must be in the target language:
 - a. **Journal**— Students will write a one page entry after every work session. These will focus on the student's experiences, what he/she learned, etc. Journals should be typewritten and submitted on a schedule to be determined by the faculty mentor. Whether these will be submitted in electronic format or hardcopy will also be determined by the faculty mentor.
 - b. **Final paper or presentation** on a specific topic related to the student's internship experience.
 - The student will either write an 8-10 page paper or give a 30-minute presentation to other students (in the target language).
 - The project will be a synthesis of the student's experience. It might be reflective in nature, or it might be a research project in which the student investigates a topic related to her/his experience.
 - The presentation will take place at the end of the semester or at the beginning of the following semester (especially with summer or intercession internships). It will be scheduled in collaboration with the faculty mentor.
 - The topic for the project must first be approved by the faculty mentor. If the project is research-based, the student will submit an annotated bibliography to the faculty mentor during the planning stages of the project. The sources used in the research will be subject to approval by the faculty mentor.
 - In either case (paper or presentation), the student will submit a detailed outline to the faculty mentor prior to submitting the final product.

Evaluation:

Evaluation grades by the on-site supervisor ¹ : one at midterm; one at the end of the semester	40%
Journal	25%
Final project (paper or presentation)	25%
Participation in meetings with faculty mentor and other communication with faculty mentor	10%

Additional Policies

- Internships abroad— Please Contact Dr. Giuli for further details.
- Academic credit—Students who successfully complete all requirements and who have properly registered for the internship will earn 3 credits for this course. Students will be granted credit for a maximum of one internship during their course of study (major or minor).
- As per the recommendations made by the Committee for Academic Policies and Procedures², the following criteria shall also apply to internships for credit-bearing internships in the Department of Foreign Languages and Literatures:
 1. “Students should have demonstrated a reasonable level of academic performance within the more protective environment of the campus.”
 2. Students should have completed their sophomore year.
 3. Internships earning credit in the Department of Foreign Languages and Literatures shall be limited to students completing majors and/or minors in this department.
 4. “Each prospective major shall sign an academic contract that sets forth the goals of the internship and delineates the departmentally determined requirements for the internship.”
 5. Each student will be assigned a faculty member from within her/his language program. They will meet on a regular basis, as outlined under “Requirements.” “The faculty mentor will provide timely advice and evaluation of the project as well as final grades.”

Please send two letters of recommendation and application letter to Dr. Giuli (giuli@sju.edu)

¹ A detailed rubric will be provided by the department.

² “APP Report on Academic Requirements for Credit-bearing Internships.” Saint Joseph’s University. Signed by the President on April 29, 2009.