

## SPA/LAS Internships

1. Arrange to work 40 hours per week for the length of the internship, including time spent in written assignment and any reading you do for the internship.
2. Find out exactly what you will be doing ahead of time. Establish a set of goals with your supervisor. Submit the goals to your faculty sponsor before the internship begins.
3. Keep a daily journal indicating hours/dates you worked, and describing your activities for each day. Also, you may record any specific reactions or thoughts about the work/experience you had each day. (Daily journal should be typed, double-spaced each day)
4. Collect a portfolio of documents about your internship organization (manuals, written policies, brochures, forms, etc.)
5. Interview two people with whom you work. Your interview should focus on two topics. Ask questions about your internship; answer them as you discover the answers. Ex. Ask about their education, goals, satisfactions and dissatisfactions about their work. Ask about specific advice they have for you. Summarize the results of interviews in two-three double spaced typed pages.
6. Write a 10 page paper in which you analyze and critically evaluate the structure and function of the organization in which you interned. You should address the following questions and issues:
  - a) What is the overall mission of the organization and how is it structured to accomplish its specific goals? What does this organization attempt to accomplish in the broader social context in which it functions?
  - b) What important relationships does this organization have with other organizations in accomplishing its mission and goals –how do its activities complement with the activities of these other groups?
  - c) Explain the use of your Spanish (pluses and minuses) in this internship
  - d) What sources or data would you consult or need to collect, and how would you use this information to answer your questions?

Your paper will become a permanent part of departmental records and other faculty members will read it as part of the ongoing process of departmental assessment. We encourage you to begin work on this paper early in your internship.

7. Check with your faculty sponsor at least once per week.
8. Turn in your daily journal, questions, portfolio, interview summaries, and analysis paper by 5 pm on the Friday of block break.
9. Your faculty sponsor for the internship will examine the material you have submitted and may ask for additional submissions or revisions of your work if you have not adequately satisfied the requirements listed above. Failure to submit satisfactory material will result in a grade of No Credit for the Internship.
10. Your faculty sponsor will send a questionnaire to be completed by your internship coordinator at the end of the internship. (S)he would answer questions regarding your performance.