Roanoke College

Department of Modern Languages

Internship Requirements

Goals of the Internship

The purpose of an internship in modern languages is to provide students with a practical learning experience in order to gain valuable knowledge of the target language and culture(s) that cannot be acquired solely in the classroom. The experience is intended to give students an opportunity to enhance their language skills in a professional environment as well as to learn skills that will prepare them for their professional life.

# Internship Sponsors

Potential internship sponsors located in the United States or abroad may include:

1. Foreign language classes in schools or child care programs or similar introductory programs
2. Refugee and Immigration Services
3. Foreign embassies
4. Translation services organizations
   1. courts
   2. government agencies
   3. chambers of commerce
   4. civic groups
5. Multinational, as well as small businesses, where the intern can use the target foreign language
6. Communication, advertising, and retail agencies
7. Others, as approved by the Department Chair and Faculty Supervisor

Application Procedures

Students interested in participating in a modern language internship program must comply with the following application procedures:

1. Discuss the internship with a faculty member in the department and secure their consent to be the faculty supervisor for the internship;
2. After consulting with your faculty internship supervisor, the student will contact the business or organization in order to get their approval for an internship and to make the necessary arrangements; the student will supply the sponsoring business/organization with the rules and regulations governing the internship;
3. Submit a completed application, self-evaluation statement, and internship agreement to the department chairperson prior to the appropriate registration deadlines;
4. Obtain the consent of the department chairperson for the internship by the specified deadline.

Approval for an internship in the Department of Modern Languages will be based on the following criteria:

1. Completion of the application procedures in a timely fashion;
2. Evidence of academic responsibility, maturity and a positive attitude on the part of the student;
3. Past class performance, including a GPA of 2.5 or better in the language of study;
4. Verification by the prospective student intern that he or she has sufficient time available to complete the internship. Internships generally require 8-10 hours per week during the regular term, or a minimum of 110 hours;
5. The extent to which the student will benefit from the experience, and the sponsoring employer, in turn, will benefit from the student’s contribution.

General Internship Requirements

To be eligible for an internship in modern languages, the student must have:

* 1. Completed the sophomore year;
  2. Earned a minimum 2.0 cumulative grade point average and at least a 2.5 GPA in the language of study;
  3. Completed four upper-level courses, i.e. 300-400, in the target foreign language;
  4. Obtained the consent of the sponsoring employer.

Dates and Deadlines

Applications for an internship must be submitted before the termination of the ADD/DROP period of the term during which the internship is to be performed. Requests should be made as early as possible.

Requirements for a Modern Language Internship

Students are expected to conduct themselves in a professional manner throughout the internship. This includes appropriate attire, promptness, eagerness to learn, and a willingness to contribute one’s best work to benefit the sponsoring employer. While interns must conform to each specific situation, every student participating in a foreign language internship must complete the three assignments listed below.

1. Interns must keep a daily journal written in the target language, which is to be reviewed and initialed by the sponsoring faculty member approximately every three weeks during a regular semester and once per week during May Term or summer term. If the internship is done out-of-town or abroad, the student is responsible for e-mailing or mailing the journal submissions to the faculty supervisor at the designated intervals as agreed upon by both. Students may, in consultation with their faculty advisors, complete all or part of their journaling requirement in the form of a daily blog. The viability of the blog option is dependent on web access and required content, and may not be available to all students in all locations.

The daily journal or blog should include:

1. the number of hours worked;
2. a summary of each day’s work-related activities;
3. a brief explanation of the nature of the project or work, including challenges and problems encountered, and what was learned or successfully accomplished.
4. The intern will write a reflection paper of three to five pages in length in the target language which focuses on memorable experiences encountered throughout the internship that demonstrate what the student learned as a consequence of partaking in this endeavor.
5. The intern will write a summary report, in English, of three to five pages in length. The summary report must give a concise account of the internship, i.e. a description of the job, tasks completed, projects undertaken, team work experiences, valuable lessons learned, difficult moments and how they were negotiated, instances of demonstrated initiative and leadership, use of the target language, aspects of the culture learned, and anything else of relevance that contributes to a portrait of the student’s internship experience. In the report, interns must also evaluate their own performance in the internship.

Compensation

Since the internship is a part of the student’s regular course load, the student receives one unit of academic credit. All internships are graded on a PASS/FAIL basis. Although monetary compensation is not required, students may receive remuneration if the sponsoring employer wishes to compensate them for their work. The faculty supervisor will assign a grade for the internship based on the written evaluation of the on-site supervisor and the student’s journal, reflection paper, and written report.

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Dept. Approved: yes \_\_\_\_\_

no \_\_\_\_\_

Department of Modern Languages

Application for Internship

Last Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

First Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student ID#: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

GPA (cumulative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPA in language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year in college during the internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What courses have you taken in the target language (300 and 400 level)? Attach a departmental analysis.

I would like to participate in an internship in (semester) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty advisor (major advisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Self-evaluation Statement

Please submit at minimum a one-page personal statement with your application. Use the following questions as a guideline.

* What will the internship entail? Provide a detailed description of the internship.
* What do you hope to gain from the internship? Discuss your goals and objectives and how you plan to accomplish them.
* Are you prepared academically and personally for the internship?
* Can you devote enough time to the internship?
* Do you plan to use the internship as a study abroad opportunity? If so, justify your use of the target language.

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Internship Agreement

This must be filled out by the student in collaboration with the faculty supervisor and the on-site supervisor.

Student Name:

Roanoke College ID #:

Phone #:

E-mail:

Host-organization information

Name:

Address:

Phone #:

Name of on-site supervisor:

E-mail:

Department of Modern Languages faculty supervisor

Name:

Phone #:

E-mail:

Internship

Semester:

Beginning date:

Ending date:

Number of hours per week:

General Agreements

1. This contract can be modified during the internship if all signing parties agree to do so.
2. The student, faculty supervisor, or host-organization reserves the right to terminate the internship provided that all parties have been consulted and notified in writing citing the cause for termination. If the internship is terminated, the student will not receive academic credit.

I agree to the terms of the Internship Agreement:

**Name of Intern:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

We understand and approve the terms of the Internship Agreement:

**Department of Modern Languages Faculty Supervisor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Department of Modern Languages Chair:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**On-site Supervisor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date