To: SLLC Faculty Internship Sponsor

We are providing you with a course template for **XXX386 SLLC Internship Practicum** for your use. We trust that you will find it helpful in your role as Faculty Internship Sponsor. In devising this template, we have been drawing from the guidelines for ARHU386 currently in place for ARHU students. For more information please contact Gabi Strauch (gstrauch@umd.edu or 405-0734). For a .doc version of this file, please contact Michelle Dove (mdove@umd.edu).

**Internship Practicum in the School of Languages, Literatures, and Cultures**  
**SLLC 386 (3-6 credits)**

Faculty Sponsor: 
Office:  
Office Hours:  
Telephone:  
E-mail:  
Meetings (The initial and at least one midterm meeting are to be scheduled):

**COURSE DESCRIPTION**  
This faculty-sponsored internship course provides SLLC majors to apply their cultural and language skills in a work environment and in the process gain valuable experience, create professional portfolios, and lay the groundwork for their future careers.

**COURSE GOALS AND OBJECTIVES**  
Students will:  
- Gain valuable career related or other workplace experience under professional guidance and supervision;  
- Have opportunities to utilize some of the ideas, theories, and techniques learned in college courses;  
- Develop or enhance their reflective writing skills.

**STUDENT ELIGIBILITY REQUIREMENTS**  
- Student must have a major in SLLC  
- Internship must be in an SLLC field/have an SLLC focus  
- Students must have completed 12+ credits on campus (more than 60 cumulative credits)  
- Students must have a minimum GPA

**INTERNSHIP ELIGIBILITY REQUIREMENT**  
The internship experience and responsibilities must be new to the student; the internship cannot be a continuation of a current internship or one previously completed.

**PROFESSIONAL RESPONSIBILITIES**  
As a pre-professional intern, meeting your internship responsibilities includes meeting your course requirements, including submission of your time and activity logs every two weeks, journals on the stated due dates, attendance at a career session, the midterm meeting, and your final portfolio. Late assignments
will be marked down 10% per day (including weekends), unless prior notification has been made. It is the student intern’s responsibility to ensure that all paperwork is submitted and received on time.

COURSE REQUIREMENTS AND GRADING
1. Your internship, i.e. Time and Activity Logs (15%)
2. Bi-weekly journal and email submissions (20%)
3. Midterm meeting with your faculty sponsor (5%)
4. Attendance at one career session including brief description (10%)
5. Final Reflective Paper (20%)
6. Final Project Portfolio based on your internship experiences (20%)
7. Supervisor’s Evaluations (10%)

EXPLANATION
1. **Time and Activity logs (to be submitted every two weeks) (15% of grade)**
   You are required to submit time and activity logs signed by your internship supervisor, utilizing the SLLC Internship time and activity log forms, every two weeks once you begin your internship. Failure to submit time logs every two weeks will result in the loss of a letter grade for your internship. Please carefully note the due dates for each timesheet. These forms can be dropped off in person or scanned into an email and sent to your faculty sponsor.

   List the total number of hours each day you intern (e.g. June 3: 3 hours, June 4: 4.5 hours, etc.), total the hours for each timesheet, and have your site supervisor sign and date her or his confirmation or approval of your hours. In the space provided, please list your primary activities for that two week period.

   In order to receive the designated number of credits for the internship, the appropriate number of hours MUST be worked. Students will not be able to adjust the credit hours after the drop-add period. Students failing to work the correct number of hours will lose one letter grade per credit underworked. Please make sure you have calculated the actual number of hours you plan to work PRIOR to registering for the course.

   *Please note that students are only given credit for not working on University-observed holidays (Labor Day, Thanksgiving, etc.) or when the University is closed/delayed for inclement weather. Student interns are not given credit for non-approved holidays or vacations (Veteran’s Day, Columbus Day, spring break, teacher in-service-days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours prior to the end of classes each semester.*

   - 3 credit internship: 135 hours on site
   - 4 credit internship: 180 hours on site
   - 5 credit internship: 225 hours on site
   - 6 credit internship: 270 hours on site

   “Hours on site” does not include commute time or time worked at home.

2. **Bi-weekly journal and email submissions (20%)**
   Each week you should record your primary activities. This is not intended to be solely a chronological list of activities. Try to focus on what you are doing and learning about the organization, work environment, and yourself as a professional. Use your internship journal as an opportunity to consider your internship experience from a holistic perspective, considering how people in the environment interact with each other and the profession. Make sure to assess your own role as an intern in the environment as well. A brief summary of your two-week Journal entries must be submitted bi-weekly by email and at pre-determined times to your internship faculty sponsor.
3. **Midterm meeting with your faculty sponsor (5%)**

Approximately midway through the semester you must meet with your faculty sponsor to review your course progress.

4. **Attendance at one career session including brief description (10%)**

You will attend one of four scheduled career sessions for ARHU majors only in the University Career Center and submit a brief description (250 words) of the program describing the workshop and what you learned. The list of offered Workshops and Learning Opportunities for ARHU majors only are on the Career Center’s Web site and linked to the SLLC internship page. If you attend two or more sessions, you will receive 5% extra credit for your final grade in the course.

5. **Final Reflective Paper (20%)**

You are encouraged to reflect thoughtfully upon and respond to the specific work environment, professional responsibilities, and your own role at your internship location. Try to make some thoughtful connections about previous work experiences/jobs and your classes at Maryland and your internship. How is your internship experience different than a “job?” Consider the “best” and “worst” parts of the internship, what you would change if you were the supervisor, and what activities you “wish” you could do “more” and “less.”

The Reflective Final Paper should be based on your entire internship experience. Please include the following points of discussion:

(a) Discuss the expectations you had of this internship when you chose it and whether those expectations have been met or changed as a result of the actual experience.
(b) How did your internship experience connect with your academic studies?
(c) What was the highlight of your internship?
(d) Discuss a conflict or disappointment you experienced through your internship.
(e) What are the most important skills you developed and the most critical knowledge you gained during your internship?
(f) Honestly and objectively evaluate your work, performance, and contribution as an intern. What were your most important and least important contributions?
(g) Assess your on-site supervision of your internship. How have you responded to feedback and constructive criticism? What methods were used to give you feedback?

6. **Final Project Portfolio based on your internship experiences (20%)**

For your final internship project, you will create a portfolio made up of the following:

(a) An updated resume reflecting your current internship experience.
(b) At least five samples of work you produced during your internship. This can include press releases, project designs, video productions, etc. Please see your faculty sponsor if you are not sure what to include in your portfolio.
(c) A 1-2 page anonymous review of your internship site. This would be a review that other students might be able to read when evaluating their own internship opportunities. It should mention the name of the site/organization, but do not include your name or the names of any supervisors and/or coworkers.

7. **Supervisors Evaluations (10%)**

Your site supervisor must complete and submit a Midterm and Final Intern Evaluation. The evaluation forms will be sent to you directly via email attachment. It is your responsibility to forward it on to your supervisor. Supervisors need to return the forms directly to your faculty sponsor via email attachment.
Please make sure your supervisor is aware of the due dates since late evaluations may not be able to be considered.

**NOTE:** Your grade for this class will be determined by your performance in all five areas.

This internship course requires that students:
(1) Confirm their internships and submit a completed learning contract to their faculty sponsor.
(2) Submit time logs signed by your internship site supervisor every two weeks.
(3) Comply with all rules, regulations, and policies of the internship site/organization.*
(4) Perform to the best of their ability the tasks assigned by both the faculty and site supervisors.
(5) Complete course assignments and internship duties according to the due dates.

*Student interns cannot work more than 8.5 hours per day, except in unusual circumstances.

**University Policies:**

1. **Disabilities:** Students with disabilities should contact the instructor at the beginning of the semester to discuss any accommodation for this course.

2. **Academic Integrity:** The University has approved a [Code of Academic Integrity](http://www.shc.umd.edu/code.html) which prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents, and forging signatures. Plagiarism policy: all quotations taken from other authors, including from the Internet, must be indicated by quotation marks and referenced. Paraphrasing must be referenced as well. The following University of Maryland **Honor Pledge** has been proposed by the Council and approved by the University Senate: "I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination." This pledge should be handwritten and signed on the front page of all papers, projects or other academic assignments submitted for evaluation in this course.

3. **Religious observance:** Please inform your instructor of any intended absences within the first 2 weeks of the semester.

4. **Absences due to the illness of a student:** (a) Students missing a single class due to illness must provide a self-signed note attesting to the date of illness. The note must also contain an acknowledgement by the student that the information is true and correct and that providing false information is prohibited under Code of Student Conduct. The student is also obligated to make a reasonable attempt to inform the instructor of his/her illness in advance. **Note:** A self-signed note does not apply to a Major Scheduled Grading Event such as previously scheduled exams, tests, quizzes, final and/or take-home exams as listed on the course syllabus or announced in class prior to the date of illness. (b) Prolonged absence or illness preventing attendance from class requires written documentation from the Health Center and/or health care provider verifying dates of treatment and time(s) when student was unable to meet academic responsibilities. For more information see: [http://www.president.umd.edu/policies/v100g.html](http://www.president.umd.edu/policies/v100g.html).

5. **Course evaluations** are a part of the process by which the University of Maryland seeks to improve teaching and learning. Results are also used for promotion and tenure decisions. **Your participation** in this official system is critical to the success of the process. All information submitted to CourseEvalUM is confidential. Instructors and administrators can only view group summaries of evaluations. Instructors and college administrators cannot identify which submissions belong to which students. Participating ensures that your opinions will count. By completing **all** of your evaluations, you will be able to see all campus results posted to Testudo in January or June.