**CHIN/FREN/GRMN/JAPN/KOR/RUSS/SPAN 4695**

**Credit for Unpaid ML Internship**

An internship is not a job. It is a learning experience; therefore, the student, employer (site supervisor), and faculty advisor must agree on what the internship entails and what will be learned from it. The student is expected to work on a specific project and complete it by the end of the semester. Other internship activities should provide the student with a broader understanding of the organization and the cultural issues it faces. The student must agree to communicate regularly with the faculty advisor to ensure that learning objectives are being pursued.

## WHAT IS EACH PERSON RESPONSIBLE FOR?

**Student:**

* Find an internship through the GT Division of Professional Practice, personal contacts, web searches, faculty recommendations, the "[Ivan](http://advising.iac.gatech.edu/career-services/the-ivan)" database, or other sources.
* Arrange a meeting with your language advisor to discuss your plans for your internship.
* Agree advisor about expectations, meetings, and deliverables.
* Submit all required forms to Dr. Shook and register online.
* Send a thank you letter to your internship organization expressing your appreciation and enthusiasm for the opportunity. Send thank you notes to the other organizations to which you have applied, letting them know of your decision to work with another organization that more closely meets your learning objectives (you may want to work with them in the future).
* Comply with the schedule and delivery of materials to the faculty advisor.
* At the end of the semester, complete the Reflective Report and Informational Interview prior to the end of finals.
* Report to your language advisor any conflicts that may arise with the internship, such as a significant deviation from your responsibilities and work schedule as agreed by the Internship.

**Language Advisor:**

* Meet with the student and sign off on the Internship form.
* Come to an agreement with the student on expectations, meetings, and deliverables.
* Monitor the schedule and delivery of materials during the semester as in the internship agreement.
* By mid-semester, provide the student and David Shook with an assessment of progress toward the learning objectives.
* At the end of the internship, evaluate the student's performance, using deliverables and the internship supervisor's evaluation, and submit the grade.
* Assign appropriate grade to student for the 4695 course prior to the deadline for final grades.

**Internship Site Supervisor:**

* Register the internship with Dr. David Shook at [drshook@gatech.edu](mailto:drshook@gatech.edu) by providing:
  + a signed, official statement from the employer, on company letterhead, confirming that the internship is unpaid, and indicating the internship start/end dates, hours per week, and required and general intern responsibilities
* Provide the student with a work experience that encompasses the learning objectives in the agreement, including constructive feedback on performance throughout the internship.
* Complete an evaluation of the student’s performance at the end of the semester. This evaluation must be provided before a grade can be submitted by the language advisor.

**ELIGIBILITY**

ALIS/GEML/IAML students may receive up to 3 credits for recognition of your unpaid internship experiences. Multiple registrations for this course are allowed, but only 3 credits may apply to the language requirements of your degree program.

**CRITIERIA**

Academic credit is awarded for an internship that provides a structured learning experience that addresses learning outcomes and contributes to your intellectual and personal growth. The internship should provide opportunities to apply formal classroom knowledge and practical perspective which relates to your major; in addition, it must enhance your communication skills in your language of study and integrate your cultural and professional knowledge. Fall and spring internships should run 12-14 weeks and summer internships 8-10 weeks.

**REQUIREMENTS**

In addition to the hours worked, grading and credit are based on:

 completing a reflective report which is assessed by your language advisor (50%)

 conducting and summarizing an informational interview (25%)

 performance evaluations from your supervisor (25%)

**REGISTRATION DIRECTIONS**

1) Complete all sections on pages 2 and 3 of this form. Include a detailed description of your internship, including location, hours per week, start/end dates, and responsibilities. Obtain **all** required signatures.

2) With this completed form, submit a signed, official statement from the employer, on company letterhead, confirming that the internship is unpaid, and indicating the internship start/end dates, hours per week, and required and general intern responsibilities. Submit this to Dr. David Shook, Associate Chair for Undergraduate Studies.

**Fall submission deadline: 1st Wednesday of classes, Fall Semester**

**Spring submission deadline: 1st Wednesday of classes, Spring Semester**

**Summer submission deadline: 1st Tuesday of classes, Full Summer Session**

3) If the course is approved, you will receive an approval email and a permit that will allow registration via OSCAR. The default for the course is three credits. You are responsible for paying tuition for the unpaid internship credit.

4) By the end of the semester you must submit the reflective report and executive informational interview summary to receive the internship credit. Guidelines for the report and summary follow on page 4.

**Student Information:**

Student Name:

Student GT ID Number:

Student GT email address:

Student phone number:

Current overall GPA:

Expected Date of Graduation:

Semester/Year internship to be taken:

Credit to be received (3 max): \_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

*(3 work hours per week = 1 credit)*

Level (circle one): Freshman Sophomore Junior Senior

*By signing this I confirm that the above information is accurate.*

Student’s Signature Date

**Internship Information:**

Company/organization name:

Internship supervisor:

Supervisor contact email/phone:

Start and end dates:

Hours per week:

**Detailed description of intern responsibilities (attach additional sheets if necessary):**

ML Language Advisor – Signature Date

Dr. David Shook, Associate Chair for Undergraduate Studies Date

**GUIDELINES FOR THE INTERNSHIP REFLECTIVE REPORT**

The purpose of this report is to have you reflect on your internship experience in relation to your knowledge of cultural and professional practices. The following guiding questions should be used in preparing this report, although not every question needs to be addressed. Additional questions to be addressed should be chosen in consultation with your Language Advisor. The report should be at least 1500 words (which is approximately five pages, double spaced), written in your language of study.

Provide an analysis of the organization/company and its goals/practices.

1. Describe the most significant intercultural dilemma you encountered on the job (e.g. a situation in which you had to step back from your US perspective and look at an issue from your target-culture perspective). How did you handle it?
2. How does the internship provide relevant international affairs knowledge, or relate to topics covered in one or more courses you have taken?
3. How has the internship influenced your impression of your career choice, or addressed your personal aspirations/goals?
4. What new things did you learn during this internship?
5. Which person at the organization/company had the biggest impact on you during your internship? Why?
6. Discuss how the internship supports your development in the following School of Modern Languages learning outcomes:

a. How were your oral, listening, reading and/or writing skills in your target language enhanced through this internship experience?

b. How were your able to improve your presentation skills in the target language through this experience?

c. In what ways were you able to develop in-depth knowledge of a specific target-language country or region?

d. In what ways or areas were you exposed to subjects or issues from the perspective of your target culture?

e. What issues of cultural complexity and content impacted your experience in this internship?

**GUIDELINES FOR THE INFORMATIONAL INTERVIEW & SUMMARY**

Seek out one senior-level manager/supervisor to understand her/his career and discuss career development related to the field. Use this as an opportunity to understand the field, organizational culture, priorities and goals of the company, and importance of professional development in an international setting. Prepare a two page (double-spaced) summary of the interview, written in your target language, and include what you learned.

**BOTH THE REFLECTIVE REPORT AND INTERVIEW SUMMARY ARE DUE BY 5:00 ON WEDNESDAY OF FINALS WEEK**

**(for the semester in which credit for the internship is earned).**

**NO INCOMPLETES AWARDED FOR THE 4695 COURSE**