

Domestic Internship Proposal Form
Spanish 299/Spanish 428

Student Name: _____ **Unique Name:** _____ **UM ID#:** _____

Credits: _____ **Term:** _____ **Year:** _____

Course: Spanish 299 Spanish 428 (circle one)

Level (check one) ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

SUBMISSION DEADLINES

Spring, summer, or fall internship: Last day of winter term classes

Winter term internship: Last day of fall term classes

Course Description:

This is a one-to-three credit course for independently arranged domestic internships that involve the extensive use of Spanish in the United States. Students are required to complete 33 contact hours per each credit earned (i.e. 100 contact hours is equivalent to a three credit course). Students are enrolled for either Spanish 299 or Spanish 428 depending on the rigor/content of the internship as well as the course level needed for the Spanish major or minor.

Before the internship:

1. The student finds a Spanish faculty sponsor who will advise, suggest readings, and evaluate the written work which will be submitted during and/or after completion of the internship.
2. The student submits this Domestic Internship Proposal Form as well as Part A of the application to the Spanish faculty sponsor.
3. If the student's proposal is approved, the faculty advisor submits Part B of the application to the Spanish Undergraduate Curriculum Committee (UCC).
4. The student will be notified if the Spanish UCC approved the application/proposal.
 - a. The faculty sponsor will notify our Student Services Representative who will enter an electronic permission to allow the student to enroll in the course.

After the internship:

1. Student will communicate directly with the faculty sponsor to determine, complete, and/or submit a culminating project/assignment.
2. The student may be required to submit a letter from the supervisor of the internship program (if applicable). This letter should describe the work the student performed and reconfirm that 100 contact hours of primary Spanish usage (or 33 hours per credit) were met.

Enrollment:

Students will be enrolled in the internship course during the term in which they are working as an intern.

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Part A: To be completed by the student on a separate sheet.

1. The student is required to write a 1 page essay in *SPANISH* describing the following:
 - a. The content of the internship
 - b. The overall objective
 - c. A rationale as to why the project should be carried out as an internship
2. Submit completed essay to the faculty advisor.

Part B: To be completed by the faculty sponsor (on a separate sheet).

1. The Faculty Sponsor is required to submit a cover letter either accepting or declining the student's proposal (Part A).
2. Submit letter of approval to the Spanish Undergraduate Curriculum Committee (UCC)
3. Upon approval of the Spanish UCC, the faculty sponsor will submit the completed application, proposal, and cover letter to the RLL Main Office.
 - An RLL Main Office staff member will enroll the student in the designated internship course.

☐ **Approved by Spanish faculty sponsor**

Course: Spanish 299 Spanish 428 (circle one)

Signature

Date

☐ **Approved by Spanish UCC**

Date