



## Step-by-Step Internship Procedures

### 1. Find an internship provider.

Read through the information about course requirements on the website ([spanish.tcu.edu](http://spanish.tcu.edu)) and look for an agency.

### 2. Prepare for and secure an interview.

Study the agency website before requesting an interview. You will also need to polish up your résumé and understand the expectations for a professional interview (see resources available through the [Center for Career and Professional Development](#)). After you find an internship site, discuss possibilities with a potential site supervisor.

### 3. Complete the Student Biography Information sheet.

### 4. Meet with the department Chair to be assigned a faculty adviser.

Bring to this meeting a completed Student Biography Information sheet with you, and be prepared to discuss your objectives as an intern.

### 5. Schedule an appointment with the faculty adviser for his/her approval of the internship site and to complete the Individualized Student Learning Contract (ISLC).

Before you can enroll in SPAN 41000, you must submit the ISLC signed by you and the agency supervisor. Sign the ISLC, have the agency supervisor sign it, and return it to the adviser, who will then sign it and give you a permission number to register for the course. Do not accept an internship without the adviser's approval.

You must meet with the adviser the semester prior to your internship. Deadlines for confirming internships with the advisor:

- August 1 (for fall internships)
- End of finals week in December (for spring)

Note: Some internships require applications 6 to 24 weeks in advance.

### 6. Attend an orientation session with the adviser during the first week of classes.

Check your TCU email daily and respond promptly to adviser emails.

### 7. Do the work.

Your work should begin no later than the second week of classes. Complete the internship successfully, ensuring that you complete weekly journal entries and prepare your portfolio as you are working. Enjoy the experience.

### 8. Conduct mid-semester check-ins with your site sponsor.



**9. Conduct end-of-semester check-ins with your site sponsor.**

Request your sponsor to complete the Employer Evaluation of Student Intern form.

**10. Submit final materials.**

Complete your personal reflection about the experience, the Student Intern Evaluation of Site and Employer, and hand in all materials including your weekly journal responses in a portfolio to your faculty adviser.

**11. Internship Review.**

Meet with your faculty advisor no later than finals week to discuss the experience.

**12. Student Evaluation.**

Faculty adviser evaluates student intern and the work completed throughout the semester. A P/NP grade is then submitted for the course.