

**SPANISH 41000 – INTERNSHIP IN SPANISH
FORMS**

1) STUDENT BIOGRAPHY & LEARNING CONTRACT

Name _____ Student ID _____

Major (if applicable) _____ Minor _____

Year @ TCU: Fr ___ So ___ Jr ___ Sr ___

Address _____

Phone _____ Email _____

Secondary Contact _____ Relation _____ Phone _____

Faculty Advisor _____ Email _____

Host Organization/Enterprise _____

Phone _____

Address _____

Site Supervisor _____ Email _____

Work Schedule _____ Dates _____ to _____

Total # Hours ___ (hours) X ___ (weeks) = ___ (total hours) Compensation \$ _____ per _____

Semester: Fall 20___ Spring 20___ Summer 20___

Please indicate which days and times you are available:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

In 500 words lay out your plan for the internship, describing not only why you chose to complete your internship with this organization/enterprise, but also the type of activities in which you expect to be involved during your internship and how the activities relate to your academic program and goals.

2) BEHAVIOR GUIDELINES

As a TCU student your actions are reflected upon the entire academic community – administration, faculty, staff, and students. It is important to realize that you are a learning ambassador for this institution and your actions during the internship will determine future opportunities at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.

- Dress for success. During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site you may be working within. If it is readily unapparent or there seems to be a wide array of options, do not hesitate to ask your supervisor. You do not want to be sent home the first day of your internship!
- Show up early. If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking, slow traffic, a sudden heavy downpour. To be on time is to be late.
- Be prepared to work. Take the time to learn about the environment of which you are about to become a member. Ensuring you have a basic knowledge about the rules of the internship location, the “Dos” and “Don’ts,” and general guidelines of your role will enhance your experience.
- Ask questions if you want answers. The work place may be intimidating at first until you become comfortable within your surroundings. Because the work will be new to you and, possibly, trivial, and obvious to your mentor, it may not be explained as well as it should be. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.
- Ask your supervisor for regular feedback. Although no one likes criticism, done properly, it can assist your development as a learner and help you meet the internship’s learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision-making process. However, don’t overdo the feedback requests. Your supervisor has his or her own personal work to accomplish and will be willing to give feedback once a week perhaps, but not every day.
- Be realistic. You should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it may be favorable later on down the road.

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

4) SITE SUPERVISOR EVALUATION OF STUDENT INTERN (After internship completed)

Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to the address stated below at the conclusion of the internship. Thank you for serving as an intern supervisor!

Student Name _____ Internship Title _____
Supervisor Name & Title _____ Host Organization _____
Dates _____ Total hours _____

I. Using the scale below, rate the student's performance on the items listed by writing a number in each blank. For any items with a rating of "1" or "2" please provide an explanation in the space provided. Comments on the other items would be helpful for the student as well. Use "N/A" if there has been no opportunity for you to observe the skill or if it is not relevant to the work setting.

Below Expectation	Satisfactory	Beyond Expectation
1 or 2	3 or 4	5

A. RELATIONS WITH OTHERS

Ability to communicate with clients and staff _____

Ability to adapt to work setting _____

Rating Comments: _____

B. SUPERVISION

Ability to seek and use help _____

Openness to constructive criticism _____

Ability to work independently _____

Rating Comments: _____

C. PERSONAL QUALITIES (including, but not limited to initiative, creativity, dependability, punctuality, personal appearance, ability and willingness to learn, adaptability, adherence to organization policies, trust and confidentiality) _____

Rating Comments: _____

D. SKILLS

Verbal communication in Spanish _____

Written communication in Spanish _____

Analyzing problems _____

Organizing and completing assignments _____

Making and meeting deadlines _____

Rating Comments: _____

II. Please provide a brief assessment of the student's overall progress since the beginning of the internship. Include comments about the student's progress toward the learning objectives stated on the Learning Contract, especially the degree to which the intern used (oral and written) Spanish at the site.

III. Identify the areas of professional growth that you have noticed in the student over the course of the internship.

IV. Discuss areas of improvement in job performance or skill building that the student should address.

V. What suggestions do you have for the student regarding further study or skill development which would be helpful for a future job placement or career in this field?

VI. Would you be willing to provide internship opportunity for TCU students of Spanish and Hispanic Studies in the future? _____

Site Supervisor's Signature _____

Date _____

Please return this form promptly to:

The Chair, Department of Spanish & Hispanic Studies, TCU Box 297220, Fort Worth, TX 76129
(Tel) 1-817-2577366 (Fax) 1-817-257-5828