



## GENERAL GUIDELINES FOR GERM 493, INTERNSHIP IN GERMAN (Last revision Nov. 25, 2014, REL)

*This course allows a student to earn three credit hours for a faculty-supervised internship directly related either to the study of German literature or culture, or to the application of the German language in day-to-day conduct of business in a German-speaking environment. Students are limited to one internship for credit toward a German major concentration or German minor, and all internships can receive no more and no less than three hours of academic credit. All internships must satisfy the following requirements and conditions:*

### **Sponsorship of Internship**

The work of the organization or institution sponsoring the internship must be meaningfully connected to the study of German literature or culture, or the use of the German language in day-to-day conduct of business in a German-speaking environment. Although GSSL's partnership with AmCham may assist with securing an internship, it is ultimately the student's responsibility to find his or her own opportunity in Germany. In a few cases the Department of Germanic and Slavic Languages and Literatures may nominate a student for a prestigious German internship.

### **Faculty Advisor**

The student is responsible for finding a faculty adviser in the Department of Germanic and Slavic Languages and Literatures who will work with the student before, during and after the internship. The internship coordinator in the Department of Germanic and Slavic Languages and Literatures—generally the Director of Undergraduate Studies or another individual designated by the chair—can suggest possible faculty members who might be interested in serving as an adviser, but it is the student's responsibility to identify a faculty adviser for the course. No faculty member may supervise more than two internships in any given semester.

### **Internship Hours**

In order to receive three credit hours, interns must work a minimum of eight hours per week, for a total minimum of one hundred hours per semester, at the internship site. The requirement applies to summer internships. The host must also provide written confirmation (including official letterhead) following the internship of the total hours completed in order for the internship credit to count.

### **Prior Approval of Internship**

A student may not receive credit for any internship unless (s)he obtains *prior approval* from the internship coordinator for the Germanic and Slavic Languages and Literatures. Should the internship coordinator and the director of undergraduate studies be different people in a given year, the student must also secure the permission of the director of undergraduate studies *before the internship begins*. Students are strongly urged to consult with the internship coordinator well before submitting a completed proposal form for GERM 493. The student must submit the signed proposal form for official approval by the internship coordinator and the DUS *before the last day of classes in the semester prior to the beginning of the internship*. The internship contract includes further details about the requirements for GERM 493 and is available on the GSSL website.

### **Preparation and Internship Proposal**

In consultation with the faculty advisor, and possibly with the DUS or the instructor of business German, the student must complete an internship proposal well in advance of the beginning of the internship. A successful Internship proposal includes:

1. An overview describing the relevance of the internship (200+ words);
2. A preliminary abstract (200+ words) and bibliography (no less than 5 sources) for the research paper;
3. A timetable for completing the work, including plans for communicating with the faculty advisor during the internship;
4. A copy of the internship contract from the sponsoring host. This contract should specify the number of hours per week and the total number of hours that the internship entails.
5. Students must also submit and receive approval on a GERM 493 Internship Contract (available on the GSSL website).

### **Weekly Reports**

The student is required to reflect in journal form on his or her internship experiences during the internship. Weekly reports should include what the internship student has learned or experienced in the course of his internship work. What does the internship host do exactly? What sorts of work does the intern perform for her/his host? What has the internship revealed about German culture in action? What challenges has the intern faced while at her/his host? How has the intern profited from the internship experience? Weekly reports (of roughly 500-700 words) must be written in German.

### **Research Paper**

A high-quality research paper on a topic related to the internship is the culmination of the entire GERM 493 course. While the faculty adviser and the intern should decide on a preliminary topic prior to the beginning of the internship, the intern may develop or shift the paper topic in the course of either her/his internship or the research and writing process. The faculty supervisor and the intern are required to meet regularly throughout the semester following the internship in order to discuss the progress of the research project. The final research paper should:

- be no less than ten pages (double-spaced, 1" margins),
- include a coversheet,
- a well-organized argument relevant to the intern's experience in Germany, and a
- thorough bibliography of primary and secondary sources used to support the paper's claims.

The final due date along with any previous writing deadlines shall be set by the faculty supervisor. Unless special permission has been granted, the final oral defense must take place no later than the last day of classes in the fall semester following the summer internship. Unless special approval is secured from the Internship Coordinator and/or the Director of Undergraduate Studies ahead of time, the research paper must be written in German.

### **Exit Interview**

No later than the last day of classes in the semester following the internship, the student will schedule a one-hour exit interview with his or her advisor and a second faculty member from the Department of Germanic and Slavic Languages and Literature. In the exit interview, the intern will field questions regarding her/his submitted research paper as well as the internship experience itself. In preparation for the exit interview, the intern must supply her/his committee 7 days prior to the scheduled interview:

1. the final draft of the research paper,
2. a written confirmation in letter form (including official letterhead) from the internship host stating the number of hours completed on site, and
3. a compilation of all journal entries written during the internship.

### **Grading**

Grades will be based on the following:

|                                                                                        |     |
|----------------------------------------------------------------------------------------|-----|
| Preparation of Internship Proposal                                                     | 10% |
| Weekly Journal Reports                                                                 | 20% |
| Final Research Paper                                                                   | 40% |
| Attendance & Preparation for Consultations<br>with Faculty Supervisor in Fall Semester | 10% |
| Exit Interview                                                                         | 20% |