

GENERAL GUIDELINES FOR GERM 493, INTERNSHIP IN GERMAN

This course enables a student to earn a maximum of three credit hours for a faculty-supervised internship directly related to the study of German literature or culture, or use the German language in day-to-day conduct of business in a German-speaking country. Students are limited to one internship for credit toward a German major concentration or German minor, and all internships are limited to a maximum of three hours of academic credit. All internships must satisfy the following requirements and conditions.

Sponsorship of Internship

The work of the company or institution sponsoring the internship must be meaningfully connected to the study of German literature or culture, or use the German language in day-to-day conduct of business in a German-speaking country. The student is responsible for finding his or her own internship, although in some cases the Department of Germanic and Slavic Languages and Literatures may nominate a student for a prestigious internship.

Faculty Adviser

The faculty adviser must be a member of the Department of Germanic and Slavic Languages and Literatures. The student is responsible for finding a faculty adviser who will work with the student. The Director of Undergraduate Studies who serves as the Internship Coordinator in the Department of Germanic and Slavic Languages and Literatures 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.

Internship Hours

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 also applies to summer internships. Students may earn one or two credit hours for working a minimum of eight hours per week, for a total minimum of 35 hours semester or a minimum of 70 hours per semester, respectively.

Prior Approval of Internship

A student may not receive credit for any internship unless the student obtains approval from the Internship Coordinator for the Germanic and Slavic Languages and Literatures 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 proposal form for official approval by the Internship Coordinator before the first day of classes in the semester in which the student will participate in the internship. Both the student and the faculty adviser must sign the form before the student submits it. The form has further details about the requirements for GERM 493 and is available below on this website.

Preparation and Internship Proposal

In consultation with the Faculty Advisor, the student must complete an Internship Proposal well in advance of the beginning of the internship. An Internship Proposal includes:

1. An overview describing the relevance of the internship;
2. A preliminary abstract and bibliography for the research paper;
3. A timetable for completing the work, including plans for keeping in touch with the faculty advisor, and
4. A copy of the internship contract from the sponsoring organization. This contract should specify the number of hours per week and the total number of hours that the internship entails.
5. Students must receive approval on a GERM 493 Internship Contract.

Weekly Journal

The student is required to reflect in a journal, or if preferred in a public blog, on his or her experiences during the Internship. The focus of this private journal or public blog must be on what (s)he has learned in the course of his Internship work. Students should clarify with their Faculty Advisor about any particular suggestions. These journal entries must be written in German (at least one entry per week, 500-700 words per week).

Research Paper

A high-quality research paper on a topic related to the internship is required. The length of the paper, the date due, and the preliminary topic are to be determined by the Faculty Adviser and the intern prior to the beginning of the internship, but may be subject to change as the internship progresses. To receive three credit hours, interns should write a paper of at least ten pages in length; unless special approval is secured from the advisor ahead of time, the research paper must be written in German. For one credit hour, the minimum length is 5 pages; for two credit hours the minimum length is 7 pages.

Exit Interview

Upon returning from the internship, the student will schedule an Exit Interview with his or her Faculty Advisor and a second faculty member from the Department of Germanic and Slavic Languages and Literature. In the Exit Interview, students will field questions regarding the Research Paper and the internship experience.

Grading

Grades will be based on the following:

Preparation & Internship Proposal.	20%
Journal	20%
Research Paper	40%
Exit Interview	20%

INTERNSHIP CONTRACT IN GERMAN

Department or Curriculum Name:

Germanic and Slavic Languages and Literatures

Course #: GERM 493 Credit Hours: (1 to 3): _____

Section to be completed by Student

APPLICANT INFORMATION:

Student Applicant's Name: _____ PID: _____

E-mail: _____ Phone #: _____

Date of Application: _____ Credit Hours Sought: _____

Major: _____

Class: SENIOR ☐ JUNIOR ☐ SOPHOMORE ☐ FIRST YEAR ☐

Semester Requested: FALL ☐ SPRING ☒ SUMMER I ☐ SUMMER II ☐ YEAR ____

Current GPA: CUMULATIVE _____ MAJOR _____

Section to be completed by Student and Faculty

INFORMATION ABOUT FACULTY SUPERVISOR:

Name: _____ E-mail: _____

Faculty members are restricted to no more than two students per semester or summer session.

INTERNSHIP PROPOSAL: Please attach a description of the research or project paper on a topic related to the internship. This proposal should be authored by the student, but only after consultation with the faculty supervisor. An Internship Proposal includes:

1. An overview describing the relevance of the internship,
2. A preliminary abstract and bibliography for the research paper,
3. A timetable for completing the work, including plans for keeping in touch with the faculty advisor, and
4. A copy of the internship contract from the sponsoring organization. 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 this GERM 493 Internship Contract.

The internship contract from the sponsoring organization should specify the number of hours per week and the total number of hours that the internship entails. For three hours of academic credit, the internship should require, at minimum, eight hours per week for a total of 100 hours for the semester or summer session at the internship site. (Note: if the internship does not require such a contract, an official letter from the internship site supervisor can suffice). By the end of the semester or summer session, the sponsoring organization must provide written certification that the student has worked at least 100 hours.

☐ I am attaching a proposal containing ALL these required elements.

Student, Faculty and Administrative signatures

INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.

Instructor _____ Date _____

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student _____ Date _____

*** INTERNSHIP COORDINATOR:**

This application for Internship has been reviewed. The proposal is

- ☐ APPROVED AS IS
- ☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- ☐ NOT APPROVED (provide rationale) _____

School/Department/Program Independent Study Coordinator _____ Date _____

* If the Internship Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies (DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must also approve this contract.

**** CHAIR OR DIRECTOR OF UNDERGRADUATE STUDIES (whichever is applicable):** This application for Internship has been reviewed. The proposal is

- ☐ APPROVED AS IS
- ☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- ☐ NOT APPROVED (provide rationale)

Chair/Director of Undergraduate Studies/Faculty Designee/SAD _____ Date _____

** If the Chair is the student's Internship supervisor, this form must be signed by the Chair's Senior Associate Dean (SAD).

Note: Departments/Curricula must maintain copies of this contract for a minimum of two years.