

LANGUAGES AND CULTURES DEPARTMENT INTERNSHIP GUIDELINES

OVERVIEW

- FREN/GERM/SPAN 492 is the Internship course for each respective language in the Department of L&C.
- Depending on the work hours completed, students have the option to earn either:
 - 1 unit of credit (60 contact hours total)
 - 2 units of credit (120 contact hours total)
 Credits cannot be increased or decreased after the internship agreement is signed. If students need more than 2 units of credit, it is recommended they take a course.
- The course grade (Pass/No Credit only) is determined by the sponsoring faculty.
- The 492 Internship course is not a requirement to complete the language major/minor.
- Subsequent internships: Students have the option to complete up to three separate internships for a maximum of three projects, and tasks are significantly different from their previous internship and if they receive the sponsoring faculty's approval (reports must be submitted to faculty and a grade received). Students who did not successfully complete their previous internship can petition their sponsoring faculty for a permission to apply for a new internship.
- Note that depending on the industry and job market, some internships are paid while others are not.

WHO QUALIFIES FOR AN INTERNSHIP ?

Students must

- Have a valid ID

language in any accredited institution.

WHAT QUALIFIES AS AN INTERNSHIP ?

The internship:

- Must be a minimum of 10 weeks
- Must consist of continuous hands-on experience as the primary function of the intern. The specific duties and responsibilities of the student intern should be clearly listed and adhered to when working. Clerical duties (copy, receptionist, filing, etc.), if any, should be kept to a minimum and should not represent the majority of the internship.
- Must be supervised by a professional in the chosen field.
- Must be performed after the agreement is signed, no past completed internships

The sponsoring organization:

- Can be domestic or international and students can complete their internship wherever the sponsor requires geographically.
- Must be listed as a legal business or profit in public domains.
- Must have been operating for at least one year with offices outside of a private home.
- Cannot be run by a student, a family, or a faculty member.

The student:

- Must work onsite with their supervisor (not in a private residence). Working remotely will be accepted on a case-by-case basis.
- International students can work up to 20 hours a week while taking classes.

Benefits of an internship:

Paired with the Cal Lutheran academic training, an internship allows:

- *Leadership and skill development* where students apply, practice and expand on the knowledge learned in the classroom while developing their interpersonal skills.
- *Career exploration* where experience helps them inform their career paths by providing a more realistic outlook on work.
- *Resume enhancements* where students gain relevant work experience needed for entry into the field
- *Networking* where students establish a community of professional mentors and references.

HOW TO FIND AN INTERNSHIP ?

While each language program in the Department of Languages and Cultures will do its best to assist you in identifying internship opportunities, it is your responsibility to seek and find your internship. For this, you can:

- Create an account on [CLUpostings.com](https://www.clupostings.com) to receive daily internship digest.

COMPLETING THE INTERNSHIP

- û Weekly working hours. Complete your weekly working hours as stipulated in your contract with your employer. Please note that your sponsoring faculty, the department chair, your language program, the Department of Languages and Cultures and the California Lutheran University ~~will be~~ held responsible for any injury, illness, loss or death while engaged in functions pertaining to the internship including all associated travel. By accepting this internship, you are aware of possible ramifications related to professional liability, and assume personal responsibility in such matters. Make sure to discuss liability issues with your on site internship supervisor to achieve full clarification of liability concerns.
- û Weekly logs. Keep weekly logs of all hours ~~worked~~ including activities performed ~~and what was learned~~. These will be the *appendix* of your end-of-internship report.
- û Sponsoring faculty consultations ~~check-ins~~. Once the internship is underway, students will ~~check~~ with their sponsoring faculty at least two times
- û Mid-internship.
 - û Students will submit a reflection paper (1,000 words) in the target language ~~REIN/GERM/SPAN~~.
 Due date mid-

APPENDICES

A. Reflection Paper (1,000 words)

Reflect on your first half of your internship in your company/profit. You could discuss one or some of the following in the target language

û How you use French/German/Spanish in the workplace.

û How you are integrating your language skills with your 18 668.14 Tm 0 g 0 G [language n 79112 0 612