

Syllabus

Course Number: WLL 396

Course Name: World Languages and Literatures Internship Program

Faculty Coordinator: Department of World Languages and Literatures

Office Address: MEP 475

Email: worldlanglit@nku.edu

Office Phone: 859-572-7650

Office hours: M-F, 8:30-4:30

Course Objective: To assist students in examining career objectives and gain experience while exploring the professional environment. To provide a student with relevant work experiences so that they can apply acquired academic knowledge related to the student's major/minor and/or career field to assigned duties in the host organization. By the end of the course, students will explore a professional environment and receive feedback about how they can achieve targeted career objectives related to their area/s of expertise. The course cannot be repeated.

Prerequisites:

1. Completed a 300 level WLL course with a grade of B- or better
2. A total official GPA of at least 2.75
3. A signed Faculty Consent Form, Internship Application Form, Internship Agreement Form, Internship Release Form, and a current version of applicant's résumé one semester prior to the application. To participate in the internship in the fall semester, submit these items by April 1; to participate in spring, submit these items by November 1.
4. Major or minor in World Languages and Literatures

In addition, students must be sufficiently advanced in the World Languages and Literatures degree program to meet any specific knowledge or skill requirements of the internship position. Other criteria may apply at the request of the host organization.

Student Learning Outcomes:

Each student's internship will have unique knowledge and skill application outcomes relevant to their internship work responsibilities. These will be developed by the student and the internship Site Supervisor, and approved by the Faculty Coordinator, but will incorporate the following objectives:

1. Apply linguistic, cultural and business knowledge to assigned duties in the host organization.
 2. Learn and apply new knowledge and skills to analyze and solve business-related problems.
- Additionally, all internships have a common set of learning outcomes addressing organizational knowledge and skills. Specifically, students meeting expectations will demonstrate, at the conclusion of the internship experience, the ability to:
1. Explain the administrative and functional structure of the host organization.
 2. Explain the general business strategy of the host organization.
 3. Demonstrate:
 - a. The ability to work cooperatively with others;
 - b. Appropriate professional conduct; and
 - c. Excellent communication skills in English and the target language.
 4. Network and build professional relationships in and beyond the host organization.

Required Materials:

The Faculty Coordinator and Site Supervisor reserve the right to require readings and materials.

Application Process:

To be submitted one semester prior to enrolling in WLL 396 (to participate in the fall semester, please submit by: April 1, in the spring: November 1):

- a. Faculty Consent Form to be signed / dated one semester prior of application
- b. Internship Application Form
- c. Internship Release Form
- d. Student's current résumé
- e. Internship Agreement Form (to be filled out by Site Supervisor and signed by the student, Site Supervisor, the Faculty Coordinator and approved by the Chair of the Department)

Forms: All forms can be obtained at the Department of World Languages and Literatures, your Faculty Coordinator or are available online at <http://artsience.nku.edu/departments/worldlanglit.html>.

Selecting the Internship Site: Students can either choose the department's established partners or seek their own internships. The host organization has to require the usage and regular interaction with the students' language of study.

Un-/paid:

Internships can be paid or unpaid since the decision depends on the individual internship site and varies from organization to organization.

Course Grading:

The Faculty Coordinator as well as the Site Supervisor will evaluate students. The faculty coordinator reserves the right to determine the final grade.

Site Supervisor Mid-term Evaluation	15%
Site Supervisor Final Evaluation	25%
Internship Portfolio	45%
Weekly Journal	15%

A 100-93, A- 92-90; B+ 89-87, B 86-83, B- 82-80; C+ 79-77, C 76-73, C- 72-70; D+ 69-66, D 65-60; F below 60

Mid-term Grade:

Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar (<http://registrar.nku.edu/academiccalendar.html>).

Student Responsibilities: Student's responsibilities consist of the coordination and submission of the two Site Supervisor Evaluations Forms, maintaining a Weekly Journal, and the submission of the Internship Portfolio. Additionally, it is the student's responsibility to maintain a positive and professional attitude towards the Site Supervisor and the host organization as well as towards the internship in general.

1. Site Supervisor Evaluations (Mid-Term and Final): Both forms have to be completed by the Site Supervisor, however, it is the student's responsibility to supply the Site Supervisor with the forms and to submit the evaluations to the Faculty Coordinator by the deadline provided. The Mid-term Evaluation is designed to provide structured feedback to students regarding their performance on the job to date. It also gives the student, in cooperation with the Site Supervisor, the opportunity to reestablish goals for the remaining period of the student's internship. The Site Supervisor will also complete a Final Evaluation Form, which assesses progress and guides the Site Supervisor in recommending a final grade for the student.

If there are multiple Site Supervisors, all Site Supervisors should be provided with an evaluation form for submission.

2. Biweekly Journal and Internship Portfolio

Students are asked to maintain a Biweekly Journal. The Biweekly Journal entries should be submitted to the Faculty Coordinator by the Monday following each two-week period and include:

1. Projects the student has worked on during their week at the host organization.

2. Amount of time the student has spent on each activity during the day and week.
3. Student's daily activities and routines at the host organization.
4. Examples of how the student applied knowledge and skills that they have learned in other courses in their degree program during their internship activities.
5. Student's overall impressions and, where applicable, concerns.
6. Be signed by the Site Supervisor.

The primary deliverable from the internship experience is the Internship Portfolio. The portfolio must contain the eight sections listed below. The student should begin work on their portfolio on day one of their internship by keeping notes of experiences and organizing them by portfolio section. Once the student has assembled enough information to begin writing (usually by the 3rd or 4th week of the internship) the student is expected to contact the Faculty Coordinator to review the writing plan.

The Internship Portfolio should contain the following information:

1. A brief outline of the administrative and functional structure of the host organization.
2. A brief discussion of the general business strategy and the marketing strategy of the host organization.
3. A summary of student's day-to-day activities and special activities/responsibilities during the internship.
4. Examples of how the student applied knowledge and skills that they learned in other courses in their degree program during their internship activities.
5. Examples of new knowledge and skills that the student acquired during their internship and how the student used them to analyze and solve business related problems.
6. A tangible example of what the student produced for their host organization during their internship. This will be the "stand-alone" centerpiece of the student's portfolio, and should be usable as an example of the student's skills that they can provide to prospective employers.
7. A reflective discussion of the student's internship experience. This will address such questions as personal benefits the student received from the experience, weaknesses of the experience, the student's assessment of their personal career possibilities in the industry in which the student did their internship, and the student's recommendation as to whether other students would benefit from an internship with the host organization.
8. An updated résumé. Students are expected to ask their Site Supervisor and Faculty Coordinator for assistance in preparing a résumé that appropriately reflects their internship experience and meets desired professional standards for employment applications in the host organization's industry.

3. Internship Exit Survey:

The Internship Exit Survey gives students the possibility to provide the Faculty Coordinator with constructive feedback. The information the student provides will assist with future decisions. All of the information that the student provides is confidential and will not be graded. Turn the completed Internship Exit Survey in at the same time as the Internship Portfolio.

4. Thank you:

Finally, be sure to compose a thank you email to your Site Supervisor and include a thank you to your host organization and their staff.

Termination:

The following may lead to the termination of the internship and assignment of a grade of F:

1. One or more unapproved absence/s
2. Poor evaluations by site supervisor
3. Reports of unprofessional behavior at the host organization

Instructor On-Site Visit:

The instructor reserves the option to visit the internship site during the semester.

Student Honor Code:

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid

academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

Accommodations Due to Disability:

Northern Kentucky University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Disability Programs and Services Office in SU 303. To receive academic accommodations for this class, please obtain the proper DPS forms and meet with the Faculty Coordinator at the beginning of the semester. More information on Disability Services can be found at <http://disability.nku.edu>.

Credit Hour Policy Statement:

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Work Hours:

3 academic credit hours	10 hours per week	135-179 hours worked per semester
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Sample Course Schedule:

For Fall

Month	Date	Events / Deliverables / Deadlines
Aug	17	Start of Fall Session
Sept	30	Provide Midterm Evaluation form to Site Supervisor
Oct	7	Midterm Evaluation from Site Supervisor due by to Faculty Coordinator by 5:00 p.m.
Nov	30	Provide Final Evaluation form to Site Supervisor
Dec	7	Internship Portfolio and Internship Exit Survey due to Faculty Coordinator by 5:00 p.m. (no late work will be accepted; zero points)
Dec	11	Final Evaluation from Site Supervisor due by 5:00 p.m.
Dec	12	End of Fall Full Session

For Spring

Month	Date	Events / Deliverables / Deadlines
Jan	11	Start of Spring Session
Mar	1	Provide Midterm Evaluation form to Site Supervisor
Mar	8	Midterm Evaluation from Site Supervisor due by to Faculty Coordinator by 5:00 p.m.
Apr	25	Provide Final Evaluation form to Site Supervisor
May	2	Internship Portfolio and Internship Exit Survey due to Faculty Coordinator by 5:00 p.m. (no late work will be accepted; zero points)
May	6	Final Evaluation from Site Supervisor due by 5:00 p.m.
May	8	End of Spring Full Session

Check-list:

To be completed one semester prior to application to WLL 396 (to participate in the fall semester, please submit by: April 1, in the spring: November 1).

- Registration as a major or minor in World Languages and Literatures
- Completion of a 300 level WLL course with a grade of B or better
- Official GPA of at least 2.75
- Internship Release Form
- Faculty Consent Form
- Internship Application Form
- Internship Agreement Form
- Résumé