

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

Internship Agreement Form

Release Form, and a current version of applicant's résumé semester prior to the application to participate in the internship 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 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 equipment 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://artscience.nku.edu/departments/worldlanglit.html>

Selecting the Internship Site: Students can either choose the department's established partnerships 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 S

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've 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 gathered 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 their 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 the internship and how the student used them to analyze and solve business related problems.
6. A tangible example of what the student produced for the host organization during the internship. This will be the "standalone" centerpiece of the student 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: How did the internship benefit you? What did you learn? How did you grow? What advice do you have for other students? What are your career goals? How does this internship fit into your overall career plan?

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 fundamen

Check-list:
To be completed one semester prior