

Department of Foreign Languages
Internship & “Learn & Serve” Programs
Strategies and Guidelines for the Faculty Supervisor

(Last modified 12 March, 2007)

Here are a few basic strategies for you to guide the student.

1. Arrange a preliminary meeting with the student at which time you can:
 - a. Brainstorm on the students objectives.
 - b. Confirm that you are willing to serve as the faculty supervisor for the internship.
 - c. If the student has not yet done so, print out and assist the student in completing the “Application / Personal Information Form” and “Questionnaire.”
 - d. Find out if the student has already located a site for the internship. If no site has been identified, and you are not sure where your student could complete his/her internship, the process should stop until such time as the student locates a site. Students may contact the DFL Internship Coordinator for assistance in locating an internship site.
 - e. Arrange a second meeting with you (to follow this meeting and / or the student’s meeting with the DFL Internship Coordinator, if you and the student have previously deemed this necessary in order to find an appropriate internship site).

2. At the second meeting with the student:
 - a. If the student has not yet done so, print out the “Learning Contract” and assist the student in completing it.
 - b. Review the student’s goals/objectives.
 - c. If the student has not yet done so, print and aid the student in filling out the “Application / Personal Information Form” and “Questionnaire.”
 - d. Clarify the work required for each assigned task, or “activity,” (Section II of the “Learning Contract”).
 - e. Assist the student in completing the “assessment” section (Section III) of the “Learning Contract.” Clarify the work required for each assigned task, or “activity.” Although assessment tools such as an entrance / exit interview, weekly reports and / or a final portfolio are recommended, use your good judgment to determine the best possible assessment tools for your student, in your language area.
 - f. Confirm with the student that, once the “Application / Personal Information Form” and “Learning Contract” have been filled out, the student is responsible for securing all required signatures.
 - g. Once all forms have been signed, the student must see the DFL Internship Coordinator about the necessary Liability and Insurance forms. **Only the DFL Internship Coordinator has these forms.**

3. Once all documents have been completed, the DFL Internship Coordinator will register the student. **If the student does not have ALL documentation ready TWO WEEKS PRIOR TO THE END OF THE PREVIOUS SEMESTER, the student**

WILL NOT BE ENROLLED. For exceptional circumstances, please contact the DFL Internship Coordinator.

4. Before the internship begins, the Faculty Supervisor should schedule a recorded Entrance Interview with the student. This interview will serve as the baseline by which improvement shown in the Exit Interview will be assessed.
5. Once the student has begun the internship, the Faculty Supervisor should schedule an on-site visit. At the visit, the Faculty Supervisor will meet with the on-site supervisor to evaluate the student's work and progress. If the Faculty Supervisor, on-site supervisor or intern is not satisfied with any aspect of the internship site, s/he should contact the DFL Internship Coordinator as soon as possible to discuss a possible change in activities, assessment, or internship site.
6. As soon as the internship is in its final week, the Faculty Supervisor must collect all necessary documents (i.e., Portfolio, final projects, time-sheet), assess the work, and assign a grade. The final grade must be sent to the DFL Internship Coordinator who will submit the grade to the registrar.
7. To close the internship, the Faculty Supervisor must sign the student time-sheet. Also, the Faculty Supervisor should conduct a final, recorded oral "Exit" interview of the student to make sure that the GSLOs and SSLOs stated under section I. (Objectives) of the Learning Contract have been met. If any complications emerge, please contact the DFL Internship Coordinator as soon as possible.

If you have any questions or concerns about these new guidelines, please contact the DFL Internship Coordinator at your earliest convenience. Thank you for taking the time to serve as a Faculty Supervisor for your intern's experiential learning!

Sincerely,
Dr. Robert Simon
DFL Internship Program Coordinator

Assessment Instruments for DFL Internships

In accordance with the GSLOs and SSLOs of the Modern Language and Culture major, and as outlined in the Learning Contract, the following are the required assessment instruments for all Faculty Supervisors in the Department of Foreign Languages:

- 1) Entrance / Exit Interviews: This 5-15 minute, recorded interview will serve as the baseline for any improvement shown in the Exit Interview. Cultural and linguistic competency and proficiency should be assessed. In particular, linguistic competence in the target language should be assessed in accordance with ACTFL proficiency guidelines for Novice, Intermediate and / or Advanced-level speaking.
- 2) Weekly Reports: These 1-2 page / week reports, in the target language, should be used to assess week-by-week progress of the student in both linguistic and cultural competency. They should reflect not only what the student *does*, but what the student *learns* out of the experience. As Faculty Supervisor, it is recommended that you make corrections to the intern on how better to improve their linguistic expression, as well as suggestions on how to improve the cultural experience of the internship.
- 3) Final Portfolio: This compilation of the experience should include, at minimum, the following elements:
 - a. Polished, weekly reports, corrected based on those corrections suggested by the Faculty Supervisor;
 - b. The time sheet, signed by you;
 - c. Any and all supporting materials, such as translations, letters of reference from the on-site supervisor and any other on-site contributors;
 - d. A final paper of 5-7 pages, written in the target language, in which the student details the experience in terms of what the student has learned about the target language and culture(s).

Any other assessment instruments that the Faculty Supervisor feels would be applicable to the intern's experience, such as a final project / presentation, may be added to the list of assessment instruments on the intern's particular Learning Contract at the Faculty Supervisor's discretion.