

GER 393: Internship

Course Description

This is an internship course that allows the student to integrate their coursework and specific focus with hands-on experience in an internship of at least 45 hours per semester.

Learning Objectives

The internship will introduce students to the applicability of the theories and concepts they have learned in other German courses, specific to the internship type. Students will be actively engaged in the community, practicing skills such as transcultural communication or language acquisition pedagogy.

Methodology

Students will intern at a given site for at least 45 hours during the semester. They will follow the requirements and responsibilities listed and agreed upon in the UA Internship Application Form (appendix B) and in the internship site's forms.

Instructor and Enrollment Procedures

Consent is required for enrollment. It is the student's responsibility to identify an internship opportunity well in advance (see appendix A for site options) and ask a faculty member to take on the internship course. Any member of the German Studies faculty can serve as internship instructor upon request, but certain faculty members will have existing relationships with specific internship sites. The student should ensure that the UA Internship Application Form (see appendix B) is signed by all parties before the beginning of the internship. The departmental director of engagement opportunities is available to answer questions throughout the process.

Grades

S, P, F, I

Evaluation

Service Hours	50%	divided into 25% internship supervisor evaluation 25% instructor evaluation, including site visit
Journal	25%	
Critical Reflection	15%	
Presentation	10%	

The internship organization's supervisor will complete, discuss with, and return to the instructor the enclosed Supervisor's Internship Evaluation Form (appendix C). The evaluation will be based on the student's performance as an intern and the student's respect of the organizations regulations and schedule. The instructor will conduct a site visit, if necessary through digital means, and base the evaluation of the student's service hours on these observations, as well as on conversations with the student and the supervisor, respectively.

The student will chronicle the internship experience regularly in a journal throughout the semester, which will be discussed in regular meetings with the instructor and concluded with a written critical reflection (see appendix D for more details about the expectations for

the writing components). The student will determine in conversation with the instructor how to present the experience to other students or the public at the end of the semester, either in person or in a digital format.

Late and Incomplete Work

If submitted work is incomplete or late, it will be given partial or no credit, depending on the case.

Student Code of Academic Integrity

Graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>. Violations to this and other course rules are subject to the Code of Academic Integrity and will result in sanctions, including possible suspension or expulsion from the University of Arizona.

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at <http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete> and <http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal> respectively.

UA Absence Policy

Participating in the course and attending course events are vital to the learning process. As such, attendance and promptness are required at all meetings. Students who miss meetings due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences. Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be administratively dropped from the course. The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>.

Course Absence Policy

If attendance at the internship site drops below 45 hours in the semester, course credit cannot be given.

Excused Absences

Excused absences are documented cases of illness. The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable: <http://policy.arizona.edu/human-resources/religious-accommodation-policy>. Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored: <https://deanofstudents.arizona.edu/absences>.

Nondiscrimination and Anti-Harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Threatening Behavior

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See

<http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Accessibility and Accommodation

If you anticipate or experience physical or academic barriers based on disability, please let the instructor know immediately to discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. If you established accommodations, please plan to discuss these with the instructor, including how the course requirements and activities may impact your ability to fully participate. For additional information on the Disability Resource Center and reasonable accommodations, please visit <http://drc.arizona.edu>.

Name and Pronoun Usage Statement

If you would like to be addressed by a different name or pronoun than your course registration specifies, please let the instructor know as soon as possible, so you can be addressed accordingly and the roster can be updated.

Additional Resources

- UA Academic policies and procedures: <http://catalog.arizona.edu/policies>
- Student Assistance and Advocacy information: <http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>
- Office of Diversity: <http://diversity.arizona.edu>
- Counseling and Psychiatric Services: <http://www.health.arizona.edu/counseling-and-psych-services>
- OASIS Sexual Assault and Trauma Services: <http://www.health.arizona.edu/oasis-sexual-assault-and-trauma-services>

Confidentiality of Student Records

Note that the instructor will adhere to the policy on confidentiality of student records as stated at: <http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa>

Disclaimer

The information contained in this syllabus, other than the grade and absence policies, may be subject to change with advance notice, as deemed appropriate by the instructor.

Appendix A

Internship Site Options

- German programs in local schools (all levels)
- German Saturday School
- Organizations related to German film, art, literature, translation, history, and politics (newspapers, museums, galleries, community art spaces, cinemas, archives, libraries, professional associations, embassies, cultural institutions)
- Refugee and Migrant Organizations (e.g. second language acquisition/teaching English)
- Multilingual, transcultural, and interfaith organizations or communities
- Youth Organizations with a focus on mentoring and the exposure to diverse perspectives (Big Brothers/Sisters, Boys/Girls Clubs)
- LGBTQ organizations
- Retirement Communities and Hospices with German-speaking populations
- Jewish organizations with German- or Yiddish-speaking populations
- Environmental organizations, community farms/gardens/food banks

Students are welcome to suggest other internship sites. They will need to work together with a faculty member to establish a relationship to the site, if the suggestion meets approval.

If the connection of the internship site to one of the various aspects of German Studies is not immediately apparent, the instructor might require some comparative research or reading responses to be included in the internship journal, e.g. comparing US and German environmentalist practices, or researching a LGBTQ partner organization in a German-speaking country.

**University of Arizona
INTERNSHIP APPLICATION FORM**

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications:

1. Be in **good academic standing** with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship. Note: Some departments/colleges require a higher GPA for internships; consult with the internship coordinator about the GPA.
2. Have senior status with completion of the following required courses listed in the department curriculum: GER 300 and GER 301, or 400-level course, or permission of the department head.
3. Continuing students should have completed at least two full-time semesters--a minimum of 24 University Credits. Transfer students should have completed at least one full-time semester--a minimum of 12 University Credits.
4. Be currently enrolled at The University of Arizona.
5. Be a declared major or minor in the department offering the internship.
[**Note:** Students who do not have a major or minor in the department should contact the department head or the departmental director of engagement opportunities to discuss their eligibility for an internship. **University Honors students** requesting an Honors Internship should consult the Guidelines for Honors Internships, <http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>.]

The intern student agrees to the following:

1. Apply at least one week before the end of the semester prior to participation. Students must complete this form and obtain all signatures **prior** to submitting the Intern Application packet to the department and/or college.
2. The Department of German Studies registers students for their internships.
3. Pay all registration fees associated with the credits to be earned. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
4. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship.
5. Complete all academic assignments and reporting requirements of the internship as specified by the department.
6. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
7. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
8. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.

9. For students in **paid** internships: indicate on the application form how the internship work hours and duties exceed the normal job requirements with the sponsoring organization.
10. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your supervisor to speak directly with the course instructor about your performance.
11. At the conclusion of your internship, complete the **Student's Internship Evaluation Form**, and give it to the course instructor.

 Student Name SID #

 Local Mailing Address City State Zip

() - () - () -
 Local Telephone Number Work Telephone Number Cell Phone Number

 E-mail Address Major Minor

 Class Standing Projected Graduation Date Cumulative GPA Semester & Year

 Emergency Contact Name Relationship () - Telephone Number

DEPARTMENT INFORMATION

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work 45 hours per semester per unit earned and to complete assignments indicated in syllabus during the semester. Therefore, the Department agrees to award 1 to 6 units of credit for the course **German 393** for the Spring 2016 and following semesters.

The Department and/or Course Instructor agree(s) to the following:

1. Select students who are in good academic standing.
2. Ensure that students are NOT awarded internship credit for their ongoing job.
3. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
4. Require that the instructor documents communications with the student and the work supervisor regarding internship activities.
5. Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial

obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.

6. Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experience.
7. If the student's internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html>]
8. Address the kind and amount of compensation (if any) that the department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).
9. Send to the supervisor of the sponsoring organization the **Supervisor's Internship Final Evaluation** for completion, along with an envelope addressed to the course instructor; specify the deadline for this form to be returned to the course instructor.

German Studies

**Humanities/International
Languages, Literatures, and
Cultures (SILLC)**

Department

College/School

Internship Instructor

Title

Department Mailing Address

City State Zip

E-mail Address

Telephone

Academic Advisor (if different from above)

Title

E-mail Address

Telephone

SPONSORING ORGANIZATION INFORMATION

In order to participate in the Internship Program, prospective organizations are expected to provide a Letter of Agreement outlining the employer's understanding of the internship(s) it intends to offer (see instructions below).

An organization sponsoring an intern should assign a full-time professional as the Internship Supervisor and agree to the following:

1. Prepare a **Letter of Agreement** outlining the organization's understanding of the internship it intends to offer, typically under the following headings:
 - a) **Purpose of the Internship** - A brief statement that describes the purpose of the internship and includes a statement on how the program philosophy will be maintained.

- b) **Status of the Intern** – A brief description of the intern’s status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
 - c) **Minimum Qualifications** - A statement that describes the minimum qualifications required of applicants for the internship. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
 - d) **Job Description** – A broad statement of the job function that describes the intern’s duties and responsibilities, including the identification of a “chain of command” for reporting purposes. Also include the name and position title of the expected supervisor.
 - e) **Firm-Specific Guidelines and Requirements for Interns** – A detailed list of what the organization expects from the intern and a definition of the organization’s obligations to the intern. The former may include items such as the intern’s specific job functions and/or the intern’s professional responsibilities with regard to the organization’s policies for office conduct, etc. The later may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.
2. Prior to advertising the internship position, submit the Letter of Agreement for approval to the department head. This is an agreement between the student, the organization, and the department.
 3. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend or other benefit of service deemed appropriate.
 4. Provide pertinent policies and procedures to students prior to the beginning of the internship.
 5. Train and provide relevant education and training for the student intern.
 6. Supervise and evaluate the intern’s performance regularly throughout the term of the internship.
 7. Maintain the intern status of the student, to be distinguished from employment status.
 8. Notify the department of any decision to remove the student from an internship prior to the agreed upon time, due to the student’s failure to comply with rules and regulations, and provide a written report to the department stating the reasons for intern’s termination.
 9. Complete and submit an Internship Final Evaluation form by the date specified by the department, and return this to the course instructor in the envelope provided.

Sponsoring Organization: _____

Division/Department: _____ Position Title: _____

Internship Supervisor: _____ Supervisor’s Title: _____

Location of Job: _____

Summary of Job: _____

MINIMUM INTERN QUALIFICATIONS

Education: Minimum 300 or 400-level college German.

Experience: None required.

Attitudinal Aspects: Appreciation, Commitment, Confidence, Co-operation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, Tolerance

Specialized Skills/Knowledge: Knowledge of German.

SPONSORING ORGANIZATION INTERNSHIP AGREEMENT

Start Date: _____ End Date: _____
 Month Day Year Month Day Year

Work Schedule: _____ Hours Per Week Expected: _____

Supervisor/Student Contact Hours: _____

The student will receive the following compensation for the internship **(circle all that apply)**:

\$_____ Per Hr/Wk/Mo Room & Board Stipend Scholarship Pre-Professional Experience

On-site Activities/Responsibilities:

Physical Demands/Work Environment:

Equipment/Machinery to be used:

Other:

Sponsoring Organization Internship Supervisor's Signature of Approval Date

STUDENT'S LEARNING OBJECTIVES (to be completed by course instructor and student)

1. To acquire first-hand experience observing and working with professionals.

Percentage of Time Spent: 100%

2. _____

Percentage of Time Spent: _____

3. _____

Percentage of Time Spent: _____

4. _____

Percentage of Time Spent: _____

5. _____

Percentage of Time Spent: _____

Course Instructor's Signature of Approval

Date

Student Intern's Signature of Approval

Date

CONDITIONS OF AGREEMENT

The Department and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College/School of Humanities / SILLC, the Department of German, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims,

finances, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

INFORMED LIABILITY STATEMENT

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and its designated agents. Consequently, I understand that The University of Arizona, College/School of Humanities / SILLC, the Department of German Studies, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, course instructor, and the student.

Student intern agrees to notify the Sponsoring Organization and the College/School Department two weeks prior to the end of the internship.

I have read and understand this document.

_____	_____
Student Signature	Date
_____	_____
Sponsoring Organization Supervisor	Date
_____	_____
Department Course Instructor	Date
_____	_____
Academic Advisor	Date

**University of Arizona
SUPERVISOR'S INTERNSHIP EVALUATION FORM**

This form, **to be completed by the intern's on-site supervisor**, is meant to provide constructive feedback to the student and course instructor about the student's relative strengths and weaknesses as demonstrated in the internship. Unless the evaluation is extremely positive or negative, it will not significantly affect the student's grade for the internship, which is primarily based on the quality of the related academic coursework.

Student Name: _____ **Semester(s) of Internship:** _____

Sponsoring Organization: _____

Organization Supervisor: _____

The supervisor should evaluate the intern as objectively as possible by circling the number in each range that best describes the intern's performance for that characteristic. If the quality in question is irrelevant to the work the student has been performing, please circle "N/A" (not applicable).

Attitude	Excellent	5	4	3	2	1	Poor	N/A
Dependability	Excellent	5	4	3	2	1	Poor	N/A
Ability to Learn	Excellent	5	4	3	2	1	Poor	N/A
Skills and Accuracy in Work	Excellent	5	4	3	2	1	Poor	N/A
Quantity of Work	Excellent	5	4	3	2	1	Poor	N/A
Quality of Work	Excellent	5	4	3	2	1	Poor	N/A
Relations with Others	Excellent	5	4	3	2	1	Poor	N/A
Initiative	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills - Written	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills - Oral	Excellent	5	4	3	2	1	Poor	N/A
Organizational Skills	Excellent	5	4	3	2	1	Poor	N/A
Attendance	Excellent	5	4	3	2	1	Poor	N/A
Punctuality	Excellent	5	4	3	2	1	Poor	N/A
Flexibility	Excellent	5	4	3	2	1	Poor	N/A

Observance of Rules, Policies and Procedures	Excellent	5	4	3	2	1	Poor	N/A	
Leadership	Excellent	5	4	3	2	1	Poor	N/A	
Creativity	Excellent	5	4	3	2	1	Poor	N/A	
Responsiveness to Criticism	Excellent	5	4	3	2	1	Poor	N/A	
Other Skills Unique to Position									
1.	Excellent	5	4	3	2	1	Poor	N/A	
2.	Excellent	5	4	3	2	1	Poor	N/A	
3.	Excellent	5	4	3	2	1	Poor	N/A	

What are the student's outstanding STRENGTHS? _____

In what areas does the student need IMPROVEMENT? _____

How often did you provide feedback to the intern about his/her work?

Weekly _____ Monthly _____ 1-2 times _____ Never _____

Verification that student has worked a minimum of _____ hours per week at this internship.

Has this report been discussed with the intern? Yes _____ No _____

Comments: _____

Organization Supervisor's Signature _____ Date _____

Student's Signature (if jointly completed) _____ Date _____

Please complete and return this form by: _____ to _____
Date Department

Course Instructor _____ Mailing Address _____ City _____ State _____ Zip _____

Appendix D

Internship Journal and Critical Reflection

You should keep a journal during the internship. Journals are not only for recording events, but also for reflecting on important activities and issues, for example: why and how particular things happened, positive and negative outcomes, how you and other people reacted, what could be learned or done differently, what assumptions needed reexamining...

You should write approximately one entry a week (in German or an agreed-upon bi-lingual format), depending on your hours and visits to the site and agreements with your instructor.

Set up due dates for journal portions with your instructor at set intervals throughout the semester. Agree on a min/max word count for your entries and the final report. Ask your instructor how to submit your journal (hard copy, email, etc.) and how the review/discussion and potential rewriting/editing of entries will be handled.

In your journal entries I need you to:

- 1) Report weekly hours
- 2) Describe the goals you are helping the supervisor at the internship site achieve and discuss strategies used.
- 3) Other questions that can guide your journal entries:
 - Did you learn a new skill or clarify an interest?
 - What are some of the pressing needs/issues in the community?
 - How does this project address those needs?
 - What seems to be the root causes of the issue addressed?
 - What other work is currently happening to address the issue?
 - What learning occurred for you in this experience?
 - How can you apply this learning?
 - About what would you like to learn more, related to this project or issue?
 - What follow-up is needed to address any challenges or difficulties?
 - What information can you share with your peers or the community?

Consider five or more of these questions while writing your Critical Reflection:

- What were your initial expectations? Have these expectations changed? How? Why?
- What about your community involvement has been an eye-opening experience?
- Describe a person you encountered in the community who made a strong impression on you, positive or negative.
- Do you see benefits of doing community work? Why or why not?
- Has your view of the population with whom you have been working changed? How?
- What institutional structures are in place at your site or in the community? How do they affect the people you work with?
- Has the experience affected your worldview? How?
- Have your career options been expanded by your service experience? Did anything about your community involvement surprise you? If so, what?
- What did you do that seemed to be effective or ineffective in the community?

- How does your understanding of the community change as a result of your participation in this project?
- What are the most difficult or satisfying parts of your work? Why?
- Talk about any disappointments or successes of your project. What did you learn from it?
- During your community work experience, have you dealt with being an "outsider" at your site? How does being an "outsider" differ from being an "insider"?
- How are your values expressed through your community work?
- What sorts of things make you feel uncomfortable when you are working in the community? Why?
- Complete this sentence: Because of my internship, I am....

Assessment Criteria for Reflection

Failing Grade

- Gives examples of observed behaviors and characteristics of the setting, but provides no insight into reasons behind the observation; observations tend to become dimensional and conventional or unassimilated repetitions of what has been heard in class or from peers.
- Tends to focus on just one aspect of the situation.
- Uses unsupported personal beliefs as frequently as "hard" evidence.
- May acknowledge differences of perspective but does not discriminate effectively among them

Passing Grade

- Observations are fairly thorough and nuanced although they tend not to be placed in a broader context.
- Provides a cogent critique from one perspective, but fails to see the broader system in which the aspect is embedded and other factors that make change difficult.
- Uses both unsupported personal belief and evidence, but is beginning to differentiate between them.
- Perceives legitimate differences of viewpoint.
- Demonstrates a beginning ability to interpret evidence.

Superior Grade

- Views things from multiple perspectives; able to observe multiple aspects of the situation and place them in context.
- Perceives conflicting goals within and among the individuals involved in a situation and recognizes that the differences can be evaluated.
- Recognizes that actions must be situationally dependent and understands many of the factors that affect their choice.
- Makes appropriate judgments based on reasoning and evidence.
- Has a reasonable assessment of the importance of the decisions facing clients/students and of his or her responsibility as a part of the client's/students' lives.