

Guidelines for FLL Internships

Grade distribution:

Work at internship site

50%

Interns must work a minimum of 60 hrs per semester or summer session at the internship site. Hours worked at the internship site must be verified on a timesheet by a supervisor at the site. The timesheet must be turned in at the end of the semester. Each supervisor at the internship site will also complete an evaluation on the intern's performance and send it to the faculty supervisor.

Journals

25%

Each intern must turn in a minimum of 15 journal entries. They can be sent via email or delivered in person. Journals must be written in the target language and each entry should be at least 150 words and should be sent to the faculty supervisor on a weekly basis. **DO NOT WAIT UNTIL THE END OF THE SEMESTER TO HAND IN YOUR JOURNALS.** The purpose of the journals is to give the intern an opportunity to record and respond to what she or he is doing at the internship site. These responses may be emotional, factual, and/or psychological. Interns may write about what they are doing at the internship site and how they feel about it. Journal entries do not require outside research. It is a good idea to complete your journal entries about 3 weeks prior to the end of the semester so that you can devote the final weeks to researching and writing the final paper.

Final paper

25%

Undergraduates: 5-7 pages.

This paper is not a summary of what you did at the internship site. Unlike the journal entries, the final paper focuses on one topic, is analytical in nature, and requires outside research with a bibliography of at least 5 outside resources. (These may be internet sources.) Throughout the internship experience, the intern should be developing a possible project that is related to the services offered by the internship site. Choose a topic carefully. Get facts and figures.

Notes:

1. Papers must be written in the target language.
2. Use the *MLA Style Sheet* for bibliographical references. You can get a copy of the style sheet at Randall Library and on the library's website.
3. Internships are graded on a pass/fail basis. Failure to turn in the Final Paper will automatically result in a failing grade.