



Practicum/Internship Advisor Approval Form

SPAN 501: *Teaching Practicum / Internship*

Submit this form to the Office of Extended Education along with the Registration Form

Name of student: _____

Name of supervising faculty member: _____

Contact information for supervisor: _____

Description of Teaching Practicum:

Please include details, including the class or classes in which the MA student will participate, specific responsibilities of the MA student and of the supervising faculty member, and to the extent possible, meeting schedules schedule. Please see attached guidelines. Attach additional pages if necessary.

Signature of student: _____ date: _____

Student is responsible for complying with the program requirements and ensuring documentation is submitted by the deadline

Signature of supervising faculty member: _____ date: _____

Faculty Supervisor is responsible for ensuring that the internship/practicum is conducted as described above

Signature of graduate advisor: _____ date: _____

Graduate Advisor is responsible for assigning grades and maintaining documentation of the practicum

An electronic version of this form is acceptable provided that it comes directly from each party



SPAN 501 (Teaching Practicum / Internship) Guidelines

SPAN 501 presents two options:

- Teaching Practicum
- Internship

In both cases, the student must spend at least 60 clock hours involved in the project. Additionally, two sources of documentation shall be submitted to the graduate advisor before the last class day of the SSU semester in which the practicum/internship takes place: (1) the MA student shall submit a written report of the internship/practicum in which the nature of the project, the student's involvement, and the learning outcomes are described, and (2) the practicum/internship supervisor shall submit a written statement to the graduate advisor verifying completion of the project and summarizing the student's involvement. The internship/practicum supervisor must include an explicit statement of an estimate of the number of hours the student was involved in the practicum/internship. Grades are assigned by the graduate advisor in consultation with the supervisor; supervisors are compensated (\$300) by the School of Extended Education for their contribution.

Teaching Practicum criteria:

- Must be Spanish language, literature, or culture class
- Must have active involvement in planning/delivery of course content
- Must have feedback/interaction between MA program student and course instructor/students
- May involve the creation, planning, and delivery of a short course
- May result in demonstrable product (e.g. pedagogical materials, assessments, etc.)
- Each specific practicum arrangement must be approved by the Graduate Advisor
- All SSU Spanish classes numbered 101-305 are acceptable; all others, including any non-SSU class, must be approved by the Graduate Advisor

Some ideas –

- direct collaboration with faculty member in teaching a course
- create/discuss film series
- create short course on special topic
- compile / edit graduate and/or undergraduate papers on topic in journal or volume

Internship criteria:

- Must have active involvement with an entity or target group (e.g., govt. agency or NGO)
- Must connect student's experience and/or goals with internship objectives
- Must have feedback between intern and supervisor(s)
- May result in demonstrable product (e.g., translations, policy papers, etc.)

Some ideas –

- partnership with NGO, public, or private enterprise
- community involvement activity or project in region
- community involvement activity or project outside of region
- compile / edit graduate and/or undergraduate papers on topic in journal or volume