



Spanish 501
TEACHING PRACTICUM / INTERNSHIP APPROVAL FORM



This fully signed form must be submitted to the School of Extended and International Education along with your completed registration form. You will not be registered with incomplete or missing forms.



SSU Student ID Number
Student Name (last, first)
Supervisor Name
Supervisor E-mail
Supervisor Phone
Location of Practicum / Internship
Session (circle one) Fall Spring Summer # of units (circle one) 2 units 4 units

PRACTICUM / INTERNSHIP DETAILS

Please see attached guidelines. List all details below, including 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, a schedule of meetings. Attach additional pages if necessary. Questions or comments can be directed to Parissa Tadrissi, Faculty Coordinator, at tadrissi@sonoma.edu.

SIGNATURES

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

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

Faculty Coordinator 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

Students must

- Spend at least 60 clock hours involved in the project.
- Submit a written report of the Practicum/Internship in which the nature of the project, the student's involvement, and the learning outcomes are described by the official last day of instruction (*see Academic Calendar*)

Supervisor must

- Submit a written statement to the Graduate Advisor verifying completion of the project and summarizing the student's involvement by the official last day of the semester (*see Academic Calendar*).
 - Include an explicit statement of an estimate of the number of hours the student was involved in the Practicum/Internship.

Grades will be 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:

- Each specific Practicum arrangement must be approved by the Graduate Advisor
- Must be in Spanish language, literature, or culture class(es)
 - All SSU Spanish classes numbered 101-305 are acceptable; all others, including any non-SSU class, must be approved by the Graduate Advisor
- Student must have
 - active involvement in planning/delivery of course content
 - 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.)

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 connect student's experience and/or goals with Internship objectives
- Student must have
 - active involvement with an entity or target group (e.g., govt. agency or NGO)
 - 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