



THE FUTURE IS MULTILINGUAL.
Are you ready to lead?

MINOR IN
SPANISH FOR THE PROFESSIONS

Department of Spanish & Portuguese
SPRING 2024

**ELECTIVE INTERNSHIP CREDIT
MINOR IN SPANISH FOR THE PROFESSIONS GUIDELINES
02/2024**

In addition to the requirements specified by Vanderbilt College of Arts and Sciences to complete Internship work for credit, students who wish to fulfill ELECTIVE Internship credit for the *Minor in Spanish for the Professions*, must observe the following guidelines:

1. PRE-REQUISITE: Students must have **completed 9 hours of CORE courses or equivalent** for the minor with an average GPA of 3.0;
2. INTERNSHIP credit in Spanish must be pre-approved by the DUS (Department of Spanish & Portuguese) before the start of the semester in which the internship will take place;
3. To obtain pre-approval by the DUS, students must submit a **proposal with a detail description of the planned internship**. The proposal must also include:
 1. **Professor/ Instructor** within the Department of S&P who agrees to supervise the student's final product. *If it is abroad, please specify program abroad.*
 2. **Company/ organization** in which the internship will take place and **contact person** (e-mail and phone #). *If it is abroad, please specify program abroad.*
 3. **Description** of the position duties.
 4. **Credit hours.** A minimum of 4-credit hour will be connected to the internship. However, only the graded course associated to the internship (3881) will count towards the minor. Thus, students should enroll as follows:
 - SPAN 3881: Readings and Research (3-credit hour)**
The Readings and Research course must be 3-credit hour to satisfy the minor Elective requisite. Readings will be assigned at advisor's discretion. Students must produce a final product equivalent to a minimum of 15 pages.
 - SPAN 3880: Internship training.** (P/F)
Students must take **at least 1-credit hour as a corequisite** (1 credit hour = 5 worksite hours per week or 75 hours per semester; the minimum for 3 credit hours is 9 per week and 135 total).
4. During the internship, students must complete a **daily time-log in Spanish** in which they describe briefly their daily activities, and also reflect on their own professional practice.
5. At the end of the internship, students must complete a **final report/ project in SPANISH** that satisfies the requirements agreed upon with the professor that supervises the student's work (minimum 15 pages). A second copy of the final product will be submitted to the department (DUS) to have on records.
6. Internship is **ELECTIVE credit** and cannot be substituted for a professional course in the minor;
7. Internship can **ONLY** be completed in Spanish speaking countries in an environment in which Spanish is required to complete the task or in USA within an organization or business in which **Spanish is required to complete daily tasks**.
8. An internship position is one that would require a BA or BS degree in your major and knowledge of Spanish if the organization were to hire to fill the position. Internships must be in a professional setting and students must have a site supervisor.