

Internship Application
Center for Global Education at Augsburg College – Mexico

Deadlines: May 29 for fall semester & December 1 for spring semesters

Instructions: Please type your responses below & send the completed form via e-mail (as an attached document) to Stephanie Barnes at stbarnes27@hotmail.com Please be sure to write “Internship Application” in the subject heading of your email message and to request confirmation that it was received. You will not be allowed to take this course if you do not submit the application on time.

Name: _____ **Year in School:** ___ Sophomore, ___ Junior, ___ Senior
Major(s): _____ **Minor:** _____
Your Email Address: _____ **Name of College or University:** _____
Course # of the most advanced Spanish course you have ever taken: _____ **Course title:** _____

Please indicate whether or not you are taking the course for a traditional grade: ___ Traditional Grade ___ Pass/No Pass

Please indicate the discipline (only one) in which you are seeking credit for this internship: ___ BUS (Business) ___ HIS (History) ___ INS (Interdisciplinary Studies) ___ POL (Political Science) ___ REL (Religion) ___ *SPA (Spanish) ___ ENV (Environmental Studies) ___ YFM (Youth & Family Ministry) ___ MKT (Marketing) or ___ WST (Women’s Studies)

*Please note that if you register for Spanish credit, all of your work must be completed in Spanish.

Please list the other courses you will take while in Mexico & whether or not you are taking them for a traditional grade:

- 1.
- 2.
- 3.

Will this internship count toward your major or minor? ___ Yes ___ No. Have you checked with your registrar &/or department chair to make sure that you will receive academic credit for this internship? ___ Yes ___ No. (Be sure to do so!)

Please answer the following questions as frankly and thoughtfully as you can. Your answers to all of these questions will help us do a better job matching your skills and interests with the needs of the host organizations and agencies. Be sure to attach a copy of your resume in either English or Spanish. (Don’t forget: you must be able to access an electronic copy of your resume in Mexico, as you will be asked to update it upon completion of the internship.)

I. STATEMENT OF PURPOSE FOR AN INTERNSHIP

Please explain why you are applying for an internship. How does the desired internship relate to your academic, professional and personal goals?

II. RELATIONSHIP OF THE INTERNSHIP TO YOUR ACADEMIC, PROFESSIONAL & PERSONAL OBJECTIVES

A. Please identify at least two concepts, theories, &/or ideas from your major or minor that you will be able to apply or learn more about through the type of internship you desire.

B. List at least two graduation skills (critical thinking, speaking, writing, etc.) &/or professional work skills that you hope to enhance or apply in the internship setting.

C. Discuss at least one personal learning goal that you could accomplish through this internship.

III. PREFERENCES REGARDING POTENTIAL INTERNSHIP PLACEMENTS

Please note that there is no guarantee that your application will be accepted or that you will be placed with one of your top choices. However, it would be very helpful to us if you could please rate your level of interest in each of the following types of settings.

Preferred Population: Please rank your first four interests from 1 (highest) on down to 4 (lowest interest).

- | | | |
|--|---|--|
| <input type="checkbox"/> Infants and Toddlers | <input type="checkbox"/> Children (Elementary School) | <input type="checkbox"/> Adolescents (Junior High) |
| <input type="checkbox"/> Adolescents (High School) | <input type="checkbox"/> Adults | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Women | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> People in rural areas |
| <input type="checkbox"/> People in urban areas | <input type="checkbox"/> Other: (Please specify: _____) | |

Interest Areas: Please list some major areas of interest or experience that you have e.g. education, environment, computers, graphic design, human rights, business, health care, tourism, etc.

- Would you be comfortable working in a Mexican government-sponsored organization? Yes No
- Would you be comfortable working in an organization affiliated with the Catholic Church? Yes No
- Would you be comfortable working in an organization affiliated with a protestant or evangelical church? Yes No

Please list your top 3 choices of population or interest areas & explain why you are interested in each of them. What

skills and experience do you have that you think would enable you to provide valuable service to these sectors?

1.

2.

3.

IV. YOUR HOPES & EXPECTATIONS

A) **Service.** The Center for Global Education only places students in agencies and organizations that have expressed a need for and interest in having an intern. While we hope that you will grow intellectually, personally, and professionally through the internship, we hope that you will not focus only upon your own goals but on the needs and goals of the organization that you are serving. What does the word *service* mean to you? How might you seek to balance your own needs with those of the organization?

B) Have you ever had an internship before? Please describe that experience.

High points

Low points

E) Internships in Mexico are very different from internships in the United States. How do you imagine an internship in Mexico and what might be some of the challenges you will face (please touch on issues such as cultural differences, communication styles, institutional organization, and race, class, and gender.)

V. YOUR PERSONALITY/WORK STYLE

A) Do you consider yourself an extrovert or an introvert? How does this aspect of your personality affect you in the workplace?

B) How would you characterize your communication style? How might this help/hinder you in an internship in Mexico?

C) Have you had any prior experience with intercultural communication? Please explain.

D) Often when working in an organization/school/business in Mexico, students have commented that there is a lot less supervision and “direction” than one might have in an internship in the US. In addition, internship sites will most likely expect you to take initiative at the site. How might you adapt to this reality? What experiences have you had in taking initiative in an organization or work setting?

E) Completing an Internship in Mexico necessitates that you will have a much heavier work load than other students. You will have less free time and less travel time than other students since you may have to work on weekends and in the afternoons when other students are off. How do you plan to manage you time and the work load while in Mexico?

VI. ANYTHING ELSE YOU WOULD LIKE US TO KNOW

Please respond to the questions on the following page in Spanish. Some of the questions repeat earlier questions because we plan to share this page with potential site supervisors.

SOLICITUD PARA HACER SERVICIO SOCIAL POR MEDIO DE CEMAL

Nombre(s): _____ **Apellido(s):** _____

Nombre o apodo que usas en español: _____

Dirección de correo electrónico: _____

Dirección permanente:

Carrera: _____

A) Nivel de español: _____ ¿Hace cuántos años empezaste a estudiar español? _____ ¿Por que decidiste estudiar español? ¿Cómo está tu nivel de comprensión y conversación? ¿Lees y escribes en español?

B) ¿Has vivido en un país o comunidad donde se habla español? _____ ¿Cuándo? _____ ¿Dónde? _____ ¿Por cuánto tiempo? _____ ¿Cuál fue una de las experiencias mas memorativas?

C) ¿Por qué quieres realizar el servicio social en México?

D) ¿Qué habilidades y/o experiencias puedes brindar?

E) ¿Puedes trabajar de manera independiente o con poca supervisión? ____ ¿Qué cualidades te gustaría encontrar en un(a) supervisor(a)?

Marca un "X" para indicar tu experiencia y tu interés:

- _____ Investigación. Favor de dar detalles:
- _____ Traducción de documentos de español a inglés.
- _____ Interpretación de conversaciones de español a inglés.
- _____ Programación de computadoras.
- _____ Procesamiento de palabras: ____ MSWord, ____ MSWorks, ____ WordPerfect, ____ Pagemaker, ____ DOS, ____ DBase, __ Quicken, ____ Lotus, ____ Other: _____
- _____ Construcción de páginas WEB.
- _____ Biblioteca.
- _____ Diseño gráfico.
- _____ Ventas.
- _____ Mercadeo/Promoción.
- _____ Contabilidad.
- _____ Construcción de casas y labor manual.
- _____ Jardinería orgánica.
- _____ Composta y reciclaje.
- _____ Trabajo con gente: ____ con ancianos ____ con niños ____ con jóvenes ____ con mujeres.
- _____ Enseñanza, impartiendo clases de: ____ inglés ____ música ____ arte ____ drama ____ baile ____ deportes ____ fotografía ____ otro: _____
- _____ Fotografía. ____ blanco y negro ____ video ____ otro: _____
- _____ Salud: ____ primeros auxilios ____ salud alternativa ____ yoga ____ otro: _____

Otra información o comentarios que quieras compartir sobre tus habilidades y/o talentos:



Spanish Reference Form for an Internship in Mexico

Student's Name: _____
Faculty Member's Name: _____
Email address: _____
Name of Institution: _____ Date: _____
Most Advanced Spanish Course Taken by Student: _____ (Please list the course # & title.)

To whom it may concern: The student named above has applied for an internship in Mexico. Please take a few moments to evaluate her/his Spanish level and to provide us with your assessment of her/his ability to successfully complete an internship in Spanish. Please then email the completed form as an attached document to Stephanie Barnes at stbarnes27@hotmail.com. Thank you very much!

--The Center for Global Education at Augsburg College.

Oral Comprehension: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Conversation: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Writing: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Reading: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Written Translation: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent

How long have you known this student, and in what context?

Do you believe that this student's Spanish language skills are strong enough for him or her to successfully complete fieldwork in Spanish? Why or why not?

Do you have any reservations about this student's ability to successfully complete fieldwork in Spanish?
___ Yes ___ No. Please explain.

Additional comments: