

Department of Ethnic Studies

INTERNSHIP and PORTFOLIO GUIDELINES

Revised May 2007

GENERAL OBJECTIVES:

Internships are designed to give students an opportunity to engage in a learning experience that integrates academic instruction with community service during their junior and/or senior year. This experience will allow students to take the abstract knowledge about race and ethnicity that they have acquired in the classroom and apply it to a work experience in a real life setting. By working with the ethnic community that forms the core of their major academic concentration, students will gain greater insights into the complex nature of the relationship of ethnic groups to mainstream social and political structures and institutions. They will experience first-hand some of the problems and issues that individuals from marginalized ethnic groups (Asian Pacific American, Native American, African American or Hispanic/Latino) face. They will also have an opportunity to discover what mechanisms are in place to help individuals from these four ethnic groups negotiate their individual, familial and community needs. One logical outcome of the internship is that it will help students explore career opportunities and develop occupational competencies. However, the primary goals of the Ethnic Studies Internship are to expand intellectual development, to enhance students' sense of civic responsibility and their service commitment to those communities that comprise the focus of their area of study. Portfolios provide students an opportunity to reflect on their coursework and gather their strongest written work for self-analysis. Ideally the combined internship and portfolio analysis will offer students a chance to take inventory and reflect on their Ethnic Studies learning experience as a whole.

REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP AND PORTFOLIO:

Internship Seminar (1 credit): All Ethnic Studies majors and minors who opt for the internship are required to enroll in the internship seminar the fall quarter prior to or during their internship. **The internship seminar must be completed before or be in process during the internship.** Students should consult with their advisor to ensure that both their internship and enrollment in the internship seminar will coincide with their planned graduation date.

Hours: The minimum number of credits required to complete the internship is 9 credits for majors and 3 credits for minors who opt for the internship in lieu of one upper division Ethnic Studies elective (note: minors who opt for the internship still need to take at least one 400-level upper division Ethnic Studies elective course). Ideally the credits should be completed in one quarter, with the same agency or organization. However, in consultation with the faculty advisor, the internship can be tailored to meet the student's

specific needs. One unit of credit is given for every 3 hours of work per week (1 hour out of every 9 hours maybe used to complete writing assignments related to the internship.). Majors and minors may enroll in more than their required credits (maximum 16 credits), though of these only the required credits may be used toward the Ethnic Studies major or minor. Students enroll in ES 410 during the term(s) the internship is pursued.

Internship credits	Required hours per week	Total hours in 10 week term
3 credits	9 hours	90 hours
6 credits	18 hours	180 hours
9 credits	27 hours	270 hours
12 credits	36 hours	360 hours
13 credits	39 hours	390 hours
16 credits	48 hours	480 hours

Log: During the course of the internship, students will keep a log of the dates and times worked at their internship organization.

Reflective Journal: During the course of the internship, students will also keep a journal reflecting on their personal interactions, observations about the organization and communities for which they are working, problems, frustrations, accomplishments, and comparisons between their internship work and Ethnic Studies coursework. The journal should have at minimum one entry per day worked at their internship organization. **Journal entries should not be a mere description of the work carried out.**

Portfolio: Students will compile a collection of 5 papers that they feel reflect their best work and/or strongest interests in Ethnic Studies. The papers do not necessarily have to be those for which they received the highest grades, but rather should be significant in quality and content to the student him/herself.

Paper: Students must write a formal paper critically engaging and analyzing their internship experience and integrating their Ethnic Studies coursework and current relevant scholarship into their analysis of their internship experience. Students will also analyze their portfolio in their papers. Majors are required to write a 15-20 page paper and minors a 7-10 page paper.

Papers should minimally address the following points:

- describe the mission and work of the agency and tell why it was selected and describe the original goals and expectations of the internship

- describe the actual work accomplished
- describe the concrete and qualitative outcomes of the experience (i.e. what did you get out of this experience both in tangible and intangible terms)
- compare these outcomes to the original goals and expectations for the internship
- relate and evaluate the internship vis-à-vis the student's classroom learning and overall program of Ethnic Studies (for example, analyze the role race, ethnicity, class, gender and sexuality plays in how clients are treated or how they responded to you; discuss how theories of race and ethnicity studied in class helped, or were insufficient in helping you understand the social dynamics you confronted in your work, etc.); be thoughtful; be analytical; be creative!
- explain why each paper was chosen for their portfolio
- describe and analyze how each paper reflects the student's own approach to Ethnic Studies and how they feel each paper contributes to the field
- evaluate the internship and Ethnic Studies learning experience vis-à-vis the student's future career goals

Caveat: The paper may draw from the journal but must not be a mere replication of the journal. Students should consult with their faculty advisor for guidance on the formal paper. The formal paper will be read by the entire faculty.

Presentation (Required of Majors only): Students will make a public formal presentation on their internship experience to share what they learned from the experience and how it relates to their general Ethnic Studies program and learning experience. Presentations should be around 30 minutes with an additional 20 minute question and answer period.

RESPONSIBILITIES AND EVALUATION:

Student: The student will take an active role in selecting an internship work site and will serve as a liaison between the major professor and the internship supervisor. It is the student's responsibility to complete all work agreed upon by all parties and to submit a final paper (and oral report) by the date agreed upon in consultation with her/his supervisor. The internship supervisor will give performance evaluations (2 times during the quarter) to the faculty advisor who will incorporate these evaluations into the calculation of the final grade.

Faculty Advisor: The Faculty Advisor will help the student find an appropriate internship opportunity and will help the student clarify his/her objectives. He/she will be available to advise the student during the course of the internship and will be responsible for coordinating the supervisor's evaluation, formal presentation, and issuing a final grade based on the student's performance at the internship site and completion of all requirements including the portfolio, the paper, and for majors, the formal presentation.

Internship Supervisor: The cooperating agency or organization will appoint one person to serve as the Internship Supervisor. The Internship Supervisor will help the student formulate an appropriate work plan that meets the needs of the sponsoring agency and the educational objectives of the student. He/she will provide timely performance evaluations (2 during the quarter) and cooperate with the Faculty Advisor in evaluating the student's overall experience.

Midterm Evaluation: During the fifth week the Faculty Advisor and Internship Supervisor will consult to discuss the student's performance. At this time, an evaluation form will be

completed by supervisor and returned to faculty advisor. Based on this discussion, and discussion with student, they will make any adjustments deemed necessary in the work schedule, tasks or objectives to complete the internship in a satisfactory manner.

Final Evaluation: The Internship Supervisor will send the Faculty Advisor a summary of the quality, quantity, commitment and the intern's contributions to the organization no later than the last day of classes. This evaluation together with discussion with the student, the student's journal, paper and presentation will be used to evaluate the student's overall performance and to determine satisfactory completion of the internship.

INTERNSHIP PROPOSAL:

In consultation with a major professor in the Department of Ethnic Studies, a student will select an internship that is appropriate for his/her skills, interests, and educational objectives. The major professor will help a student make contacts with community agencies and potential internship supervisors. Once the student identifies a supervisor and both agree on the work to be performed, the student, in consultation with her/his advisor and supervisor, will write a proposal. Before enrolling for the internship, a student must present the proposal, signed by the student, the major advisor and internship supervisor, to the Department of Ethnic Studies.

The proposal will:

- include the attached cover sheet (see page 6)
- describe the work of the agency in which the internship will be carried out and describe the work to be carried out by the student
- explain why the student chose this agency and why this work interests him/her
- describe the method of evaluation to be conducted by their internship supervisor
- describe the expected outcomes (e.g., benefits to the clients, benefits to the intern)
- describe how the internship relates to the student's classroom study of race, class, gender, ethnicity, and sexuality
- include a list of books and/or articles that have been or will be important in the student's intellectual preparation for the internship (these can be items you have read for classes as well as new materials; minimum 8 items)
- be a minimum of five pages

DUE DATES FOR PROPOSAL

Summer Internship Proposal due May 1

Fall Internship Proposal due August 1

Winter Internship Proposal due November 1

Spring Internship Proposal due March 1

Note: if these dates fall on a weekend, proposal will be due the following Monday.

IMPORTANT NOTE: You may not enroll for internship credits until proposal has been approved by Ethnic Studies. Only then will the department give you the CRN required to register for ES 410.

COVER SHEET
INTERNSHIP PROPOSAL
Department of Ethnic Studies

1. NAME

2. TITLE OF INTERNSHIP

3. NUMBER OF CREDITS

4. QUARTER THE INTERNSHIP IS TO BE CARRIED OUT

5. INSTITUTION OR AGENCY

6. SUPERVISOR

7. FACULTY ADVISOR

8. DESCRIPTION OF INTERNSHIP:
(See guidelines on pg. 2; write on separate sheet; minimum length: 3 pages)

9. METHOD OF EVALUATION: (Describe work to be presented for evaluation and due dates for assignments)

10. BIBLIOGRAPHY: (Attach a list of materials related to your internship which you have and/or will or have read and which have been useful in preparing you intellectually for this internship)