The Latin American Studies Program
at the University of Washington’s Henry M. Jackson School of International Studies

The LAS INTERNSHIP: SISLA 470

GENERAL INFORMATION

The LAS internship provides students with on-site experience by combining work in a non-academic setting with guidance and evaluation by a Latin American Studies faculty member. Students may receive academic credit for internship work.

Students with a completed Application/Learning Contract Form may register for SISLA 470, and the credits earned may count as Electives within the Latin American Studies major or minor. A maximum of five internship credits may be applied toward the Latin American Studies major or minor. Students must work a minimum of three hours per week at their internship site for each credit earned. Students may register for a maximum of five credits of SISLA 470 per quarter, and may repeat the course to earn up to a maximum of ten SISLA internship credits, though only five of those credits may be applied toward the major.

THE INTERNSHIP PROJECT

- **Identifying your goals.** Consider your educational objectives and the field of work in which you would like to gain experience. What issues are you passionate about? What skills do you have and need? Where do you see yourself after graduation? An internship can help build practical skills and insight into professional goals, strengths and weaknesses.

- **Finding a host organization.** There are many organizations in and around Seattle that work on issues related to Latin America, U.S. Latinos, and broader cultural or development initiatives. The Latin American Studies Office organizes limited internship opportunities, and maintains a list of relevant local community organizations and campus resources. The Latin American Studies staff will work with you to design an internship suited to your needs and interests and ensure that you have a successful and rewarding experience.

- **Designing the project.** The overall internship project will encompass the goals you set for yourself, the work you undertake with the host organization and the broader purpose or theme to which this work is related in your program of study. You are required to write a final paper (described below) which addresses these points at the end of your internship.

RECEIVING CREDIT

- **Faculty Sponsor.** You must identify a Faculty Sponsor with whom you will meet to discuss your objectives and experiences during the internship. The faculty sponsor must agree to provide instructional support and guidance as well as an evaluation of your work at the end of your internship by filling out and signing the attached form.

- **Field Supervisor.** The Field Supervisor is the person that oversees your work at the host organization. He/She will be asked to evaluate your work at the end of the quarter by filling out and signing the attached form.

- **Final Paper.** You will be required to complete a final paper which will be submitted to your faculty sponsor by the end of the quarter. **Papers should be 8-12 pages, typed, and double spaced.** (If your internship lasts more than one quarter, your faculty advisor may require only one paper.)

  In the final paper, you should draw on outside knowledge or research that informs your work with the host organization and the issues it addresses. Discuss this in your paper as it relates to the services your host organization provides. The paper should develop an argument or thesis and integrate site-based experiences as well as academic resources. It must include proper source citations and a bibliography.

  - **What were your goals for this internship?**
  - **Did you meet them?**
  - **What are some of the broader issues to which your work at this organization relates?**
  - **Has your experience changed or advanced your long-term career goals? How?**

- **Credit.** Credit will be granted upon receipt of a satisfactory evaluation from your Field Supervisor and from your Faculty Sponsor. **SISLA 470 is a Credit/No Credit course.**
**LAS INTERNSHIP APPLICATION FORM FOR SISLA 470**

**Instructions:** To register for a Latin American Studies internship, complete and sign this application form and the learning contract form with appropriate signatures, and return both to the Jackson School of International Studies Office of Student Services, located in 111 Thomson Hall, NO LATER THAN THE 5th DAY OF THE QUARTER. Upon approval of your internship, you will receive a registration code for SISLA 470.

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| Host Organization | |
| Field Supervisor | Name | Title |
| E-Mail | |
| Mailing Address | Street | Apt. | City, State | Zip |

| Faculty Sponsor | |
| E-Mail | |
| Department | Box No. |

| Academic Quarter / Year | |
| Number of Credits: 1 2 3 4 5 |
| Hours per week on-site | Minimum 3 hrs/wk on-site per credit |

THE LATIN AMERICAN STUDIES PROGRAM
Henry M. Jackson School of International Studies
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University of Washington, Seattle, WA 98195-3650
ph: 206.685.3435 fax: 206.685.0668
E-Mail: lasuw@u.washington.edu
http://jsis.washington.edu/programs/latinam/
The Latin American Studies Program
at the University of Washington’s Henry M. Jackson School of International Studies

LAS INTERNSHIP LEARNING CONTRACT FOR SISLA 470

Instructions: Please provide an outline of your internship project below and review it with your Field Supervisor and Faculty Sponsor. In order to receive credit for this internship, you must receive a satisfactory evaluation from the Field Supervisor and a passing grade from the Faculty Sponsor at the end of the quarter. You may submit a separate piece of paper if you prefer to type the information requested below, or require additional space.

JOB DESCRIPTION. Briefly describe your duties and responsibilities with the host organization.

OBJECTIVES. Identify your goals for this internship. What do you hope to gain from this experience?

ACADEMIC THEMES. Determine several possible topics for your final research paper.

RESOURCES. List at least three sources you will use to inform and develop the above themes in your paper.

1.
2.
3.

Student: I agree to carry out the described internship project and final paper.

Field Supervisor: I agree to assign on-site duties and responsibilities as outlined in the learning contract and evaluate the student’s performance at the conclusion of the internship project.

Faculty Supervisor: I agree to provide support and guidance during this course of study and evaluate the student’s performance at the conclusion of the internship project.

____________________________________________
Student Signature      Date

____________________________________________
Field Supervisor Signature    Date

_____________________________________________
Faculty Sponsor Signature    Date
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LAS INTERNSHIP FACULTY EVALUATION FORM FOR SISLA 470

Student: After you have registered, complete the top portion of this form and give it to your Faculty Sponsor, along with the completed Learning Contract.

Instructor: Following the student’s completion of the internship, paper and any other agreed upon requirements, this form must be completed and returned to the Latin American Studies Advisor in the JSIS Office of Student Services.

Student Name ___________________________ Student No. ____________

Last First MI

E-Mail ___________________________ Home Phone ___________________________

Major ___________________________ Minor ___________________________

Class ___________________________

Faculty Sponsor ___________________________ Quarter ________________ # of Credits ____________

*********** Instructor: Please use the back of this form or attach additional sheets as needed. ***********

Estimate the total amount of time you devoted to the student’s internship (including meeting times, preparation of materials, reading papers, etc.)

To what degree did the student have the learning experience you anticipated when you initially agreed to serve as the faculty sponsor? If "partially" or "hardly at all" please describe briefly what was missing and why.

Completely ☐ Almost Completely ☐ Partially ☐ Hardly at all ☐

Please indicate the grade you gave for this course: Credit ☐ No Credit ☐

Please provide any comments about the internship and/or student performance (you may attach additional pages):

Faculty sponsor’s signature ___________________________ Date ________________
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LAS INTERNSHIP FIELD SUPERVISOR EVALUATION FORM

Student: After you have registered, complete the top portion of this form and give it to your Field Supervisor.

Supervisor: Following the student’s completion of the internship and any other agreed upon requirements, this form must be completed and returned to the Latin American Studies Advisor in the JSIS Office of Student Services. The student will not be able to receive credit for their work until this form has been submitted to the Office of Student Services.

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E-Mail ___________________________ Home Phone ___________________________

Field Supervisor __________________ Quarter ___________ # of Credits ___________

********** Field Supervisor: Please use the back of this form or attach additional sheets as needed. **********

Please describe the nature and quality of work performed by the student/intern during their internship with you.


Do you believe that both your organization and the student/intern benefited from this internship experience? Why or why not?


Additional comments about the internship and/or student performance (you may attach additional pages):


Would you like to host other interns at your organization in the future?  YES ☐  NO ☐

Comments: ____________________________


Name of Organization ____________________________

Field Supervisor Name ____________________________ Title ____________________________

Signature of Internship Field Supervisor ____________________________ Date ____________