Course Description:
Internship experience with an organization that works with or studies Latin America and/or the Caribbean. This is an experiential learning course that provides semester-long training that enriches the student's academic field of study and the LASC Certificate. Students submit a final written report of their experience, including critical analysis of the institutional relevance to their major field of study and to Latin American Studies. Students will also be asked to give an oral presentation.

Learning Outcomes:
1. Students demonstrate the ability to understand the complex relation between applied and theoretical knowledge.
2. Students demonstrate an understanding of the relation between disciplinary and interdisciplinary tools and how to apply them to concrete problems.
3. Students demonstrate a deeper substantive understanding of Latin America and the Caribbean through live interaction in a workplace.
4. Students will learn about the relationship between Latin Americans and US Latinos by working in institutions where both may be present.

Course Policies and Guidelines:
1. The Latin American Studies Center allows undergraduates to take from 1 to 6 credit hours per course. The number of credits earned depends on the number of hours that you will intern, excluding travel and meals but including meetings with your faculty mentor, during the semester. You can receive 1 credit per 45 semester hours of interning.
2. Students taking internships for credit must have 60 credits or higher, an overall average GPA of 2.5 or better, and at least two LASC courses, one of which must be a required/core course (LASC/SPAN234, LASC/SPAN235, LASC/HIST250, or LASC/HIST251).
3. Internships must have direct relationship to the work of understanding, interpreting, or presenting Latin America and the Caribbean.
4. The course is primarily intended for students seeking the Latin American Studies Center Certificate, but exceptions will be considered for students with educational or career interests which lie in this area.
5. Student internships must be approved by the Director, and students must secure an appropriate faculty mentor for the internship course. An internship course will be approved only if a faculty supervisor is available.
6. The faculty mentor must closely monitor the internship: approve the project; devise the reading; assess the report and/or paper required of the student; discuss the project with the site supervisor at the beginning; and get an evaluation of the student’s work at the end of the project.
7. All internship courses require the student to submit a substantial written report/paper and may require appropriate supplemental reading for completion.
8. The faculty mentor will grade the internship course, giving roughly equal weight to the supplemental aspects of the course, such as readings, papers and/or reports, and to the evaluation of the student’s site supervisor.

Course Requirements:

- You must first secure an internship. You must have an on-site supervisor, who agrees to provide a formal evaluation to your faculty mentor. You must provide your mentor with a brief description of the internship and supply contact information regarding your supervisor.
- Meetings with your faculty supervisor may not meet at regularly scheduled times as with other courses; students are responsible for setting up an agreed upon schedule for meetings with their faculty mentor at the beginning of the semester.
- You are required to keep a journal detailing your experiences which you are required to submit on a weekly basis. Based on your journal experiences, you must complete and submit a 10-page term paper. Your supervisor must also complete and submit an evaluation form at the end of the semester.

Paper Requirements:

- Briefly introduce the organization for which you work, its scope of operations, and the area in which you worked. What is the mission of the organization, and (how) do you feel that your work contributes to it?
- Discuss in detail your experiences as an intern that utilized knowledge you acquired in LASC coursework.
- Reflect critically on what you learned in this internship and how it will impact your future academic studies and career goals. Evaluate (honestly) your work, performance, and contribution as an intern.
- Questions to address in your paper:
  - How has your actual internship experience compared to your expectations on the first day of your internship?
  - How could you have been more effective and responsible?
  - Did you receive enough mentoring, and how have you responded to feedback and constructive criticism? What did you learn about supervision that you will use, and perhaps not use, when you are in a supervisory role?
  - What has been the most challenging aspect of your experience?
  - What has been most different, operating in a professional setting, compared to as a student?
  - (How) has this experience given you insight into what you’d like to do after graduation?
  - What have you learned about yourself through this experience?

Grading

- Your final grade will be determined based on the following.
  - Weekly journals 10%
  - Oral report 20%
  - Final paper 20%
  - Supervisor evaluation 50%

- All materials must be in hand by no later than _______. An extension of this deadline will be considered only in extreme circumstances and almost always with advanced approval.
Grade Scale:

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<th>Score Range</th>
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<tr>
<td>98-100</td>
<td>A+</td>
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<tr>
<td>93-97</td>
<td>A</td>
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<tr>
<td>90-92</td>
<td>A-</td>
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<td>87-89</td>
<td>B+</td>
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<tr>
<td>83-86</td>
<td>B</td>
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<td>80-82</td>
<td>B-</td>
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<td>77-79</td>
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University Policies:

Attendance and absences: Students are expected to inform the instructor in advance of medically necessary absences, and present a self-signed note documenting the date of the missed class meeting(s) or internship hours and testifying to the need for the absence. This note must include an acknowledgement that (a) the information provided is true and correct, and (b) that the student understands that providing false information to University officials is a violation of Part 9(h) of the Code of Student Conduct. (The university’s policies on medical and other absences can be found at: https://faculty.umd.edu/teach/attend_student.html)

Prolonged absence or illness preventing attendance from class or internship requires written documentation from the Health Center and/or health care provider verifying dates of treatment when student was unable to meet academic responsibilities.

Absence due to religious observance will not be penalized, however, it is the student’s responsibility to notify the instructor within the first 3 weeks of class regarding any religious observance absence(s) for the entire semester. [The calendar of religious holidays can be found at: http://faculty.umd.edu/teach/attend_student.html#religious

Academic integrity: The student-administered Honor Code and Honor Pledge prohibit students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents and forging signatures. On every examination, paper or other academic exercise not specifically exempted by the instructor, students must write by hand and sign the following pledge:

I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment).

Allegations of academic dishonesty will be reported directly to the Student Honor Council: http://www.shc.umd.edu

Students with disabilities: The University of Maryland is committed to providing appropriate accommodations for students with disabilities. Students with a documented disability should inform the instructors within the add-drop period if academic accommodations are needed. To obtain an Accommodation Letter prepared by Disability Support Service (DSS), a division of the University Counseling Center, please call 301-314-7682, e-mail dissup@umd.edu, or visit the Shoemaker Building for more information.

Copyright notice: Class lectures and other materials are copyrighted and they may not be reproduced for anything other than personal use without written permission from the instructor.

Emergency protocol: if the university is closed for an extended period of time, please check your email regarding arrangements.
**Course evaluations:** are a part of the process by which the University of Maryland seeks to improve teaching and learning. Your participation in this official system is critical to the success of the process, and all information submitted to CourseEvalUM is confidential. (Instructors can only view group summaries of evaluations and cannot identify which submissions belong to which students.)

**Academic Accommodations for Students Who May Experience Sexual Misconduct:**
The University of Maryland is committed to providing support and resources, including academic accommodations, for students who experience sexual or relationship violence (as defined by the University’s Sexual Misconduct Policy). To report an incident and/or obtain an academic accommodation, contact the Office of Civil Rights and Sexual Misconduct at 301-405-1142. If you wish to speak confidentially, contact Campus Advocates Respond and Educate (CARE) to Stop Violence at 301-741-3555. Disclosures made to faculty are not confidential and must be reported to the Office of Civil Rights and Sexual Misconduct. For more information visit www.umd.edu/Sexual_Misconduct/.

**Diversity:** The University of Maryland values the diversity of its student body. Along with the University, I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate.

**This syllabus may be subject to change. Students will be notified in advance of important changes that could affect grading, assignments, etc.**