



Internship in Spanish
Prothro-Yeager College of Humanities and Social Sciences
SPAN 4839 Section 201
spring 2025

Contact Information

Instructor: Sarah Butler

Office: Bea Wood 103

Office hours: Mondays 10:00 – 10:50 am and 2:00-2:50 pm, Tuesdays, Thursdays and Fridays,
10:00 – 10:50 am and 12:00-12:50 pm; Office Hours also available by
appointment

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Course Description

Supervised internship in a workplace or for a community or professional organization allowing students to gain hands-on experience using Spanish in a professional field. The duties may include translation, interpretation, instruction, etc. The focus of the Internship in Spanish for spring 2025 is Secondary Education, Teaching Spanish and Coaching.

Course Objectives

1. Student will increase professional terminology in both Spanish and English. Specifically, the student will develop vocabulary in Spanish and English in the fields of pedagogy and education administration.
2. Student will gain experience and develop skills in using Spanish in a professional field.
3. Student will improve their cultural and linguistic competence.
4. Student will enhance career awareness for bilingual speakers. Specifically, the student will research alternative pathways to Texas Teacher Certification in Spanish at the Secondary Level and any other certification that may be of interest.

Instructional Materials

Texas Administrative Code, Title 19, Part 2, Chapter 114, Subchapter 2C Texas Essential Knowledge and Skills for Languages Other Than English

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=2&ch=114&sch=C&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=2&ch=114&sch=C&rl=Y)

iTeach, A K12 Coalition Company, offering Alternative Teacher Certification in Texas:

<https://iteach.net/alternative-teacher-certification/texas-alternative-teacher-certification/>

Excerpts from the following texts:

Larsen-Freeman, Diane. *Techniques and Principles in Language Learning*, 3rd edition, Oxford Press, 2013. (E-book available through Moffett Library.)

Woodford, Protase E. and Conrad J. Schmitt. *Educación y docencia: lecturas y vocabulario en español*, McGraw-Hill, 1994. (Instructor will provide copies of excerpts.)

Tutoring, Assistance, and Course Meetings

The instructor for this course is available for tutoring and assistance during the office hours listed above and by appointment. In addition, the student enrolled in the course will meet with the instructor at least every two weeks over the course of the semester for the purpose of discussing assigned readings, results of students' research into teacher certification process and certification exam process, and the students' daily observation journal completed over the course of the internship.

The tentative schedule for course meetings follows. Changes to this schedule may be made to accommodate the internship schedule and/or at the instructor's discretion:

Thursday, January 16, 2025 – 12:00 pm – 12:50 pm (note: this meeting occurs the week prior to classes beginning)

Monday, January 27, 2025 – 12:00 pm – 12:50 pm

Monday, February 10, 2025 – 12:00 pm – 12:50 pm

Monday, February 24, 2025 – 12:00 pm – 12:50 pm

Monday, March 17, 2025 – 12:00 pm – 12:50 pm

Monday, March 31, 2025 – 12:00 pm – 12:50 pm

Monday, April 14, 2025 – 12:00 pm – 12:50 pm

Monday, April 28, 2025 – 12:00 pm – 12:50 pm

Monday, May 5, 2025 – 12:00 pm – 12:50 pm (optional meeting)

Monday, May 12, 2025 – 12:00 pm – 12:50 pm

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). AI-generated submissions (e.g., ChatGPT) are not permitted and will be treated as plagiarism. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading

Table 1:

Elements of the Course	% of Grade
Internship Attendance	25%
Daily Observation Journal	10%
Supervisor(s)' Report(s) on the Internship	25%
Thank you letter(s) to supervisor(s) and organization	10%
Texas Teacher Certification Report and Timeline	10%
Assigned readings, activities, and vocabulary development exercises and quizzes	10%
Meetings with Instructor (see Schedule above)	10%
Total	100%

Table 2: Total points for final grade.

Grade	Percentage
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Assigned Readings, Activities, and Vocabulary Development Exercises

Readings will be assigned from the two texts listed under Course Materials. The first, *Techniques and Principals in Language Learning*, 3rd edition, is available through Moffett Library. Copies of excerpts from the second text, *Educación y Docencia: Lecturas y vocabulario en español*, will be made available by the instructor. Student and instructor will discuss readings during course meetings and/or student will complete question/answer type assessments and/or vocabulary development exercises and quizzes in D2L on selected readings. The instructor will provide due dates for readings, discussions, assessments, and quizzes in the D2L calendar and in the course schedule in this syllabus.

Projects Required

Four projects are required for this course:

- 1) **Daily Observation Journal:** This is a log that the student will keep of the classes that he observes during the internship. The journal may be kept in the student's handwriting or typed. The student should record the date, time, name of teacher he is observing, and the name of the course he is observing. Since the internship will involve the student observing different teachers in a single school day, a separate entry should be made for each class observed. The instructor will provide the student with a suggested format and scope for the journal entry at their initial meeting. The student must make daily journal entries for each day and class observed to be reviewed by the instructor every two weeks. The student's grade for this component of the

internship will be calculated as follows: # of journal entries for the week / required # of journal entries for the week x 100. (Ej: 10 journal entries complete / 12 journal entries required x 100 =83). The instructor may add or subtract points from this grade for the thoroughness of the journal entries.

- 2) **Supervisor(s) report(s) on the Internship:** The student will be responsible for requesting a letter from his supervisor(s) that reports on his performance during the internship. The instructor will provide the supervisor(s) and the student with a suggested format and scope for this letter, but it is the student's responsibility to request the report from the supervisor(s) and to ensure that the report is sent electronically to the instructor.
- 3) **Thank you letter(s) to the internship supervisor(s) and WFISD Legacy High School:** The student shall write a letter or letters to his internship supervisor(s) and the WFISD Legacy High School thanking all parties for their role in facilitating the internship and supporting his development as a future educator. The letter(s) should be typed in 12-point font (double spaced) and follow APA or MLA guidelines for a professional letter. The letter(s) should be handed in to the instructor electronically for editing and proofreading before being mailed to the supervisor(s) and the WFISD.
- 4) **Texas Teacher Certification Report and Timeline:** Over the course of the internship, the student will independently research alternative certification processes for Texas teachers, including exam requirements for secondary Spanish teachers in Texas. The student is encouraged to use the two sites listed under Instructional Materials (page 1) but is welcome to investigate additional certification avenues. The student should summarize in writing the process that he will need to complete to become a certified teacher in Texas, including all testing requirements, and provide a timeline for the completion of the necessary steps for completing certification. This report should be typed in 12-point font (double spaced) and follow all APA or MLA guidelines for a professional report/paper.

Extra Credit

No extra credit is available for this course.

Late Work

No late work is accepted unless the circumstances of the internship require a change to previously established due dates and/or course meetings. The student may request an extension for completion of an assignment twice during the semester, but the instructor may deny any request.

Make Up Work

All assignments made by the instructor and/or by the internship supervisor(s) must be completed. If the student has a question concerning an assignment made by the internship supervisor(s) or disagrees with an assignment made as part of the internship, the student may discuss with the instructor, but the instructor may defer to the internships supervisor(s) decision regarding the assignment.

Important Dates

Click here for the full 2025 [Academic Calendar](#)
Last day for term schedule changes: January 21, 2025
Deadline to file for graduation: February 17, 2025
Last Day to drop with a grade of "W:" April 30, 2025
Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance and Professional Conduct

The student is expected to attend all course meetings with the instructor according to the schedule provided in this syllabus. If the student is unable to attend a course meeting because of illness, family emergency, or an obligation related to the internship, he should immediately inform the instructor in writing by email.

Attendance and prompt arrival for the internship is expected as the internship should be considered a professional contract between the supervisor(s), the institution (WFISD Legacy High School, and the student intern. Any absence from the internship hours and days specified below must be communicated to the instructor in writing and may lower the student's grade or even result in the termination of the internship if the supervisor(s) and/or instructor consider the absence to be in breach of the professional nature of the internship. The instructor will check on the student's record of attendance, arrival and departure from the internship on a bi-weekly basis. Student's grade for this component of the internship will be determined by dividing the number of hours logged by 150 (minimum number of hours for the internship). Thus, if student complete 150 hours, his grade would be 100%. If he completes 130 hours, his grade would be $130/150 \times 100 = 87$. This grade will also reflect any late arrival or early departure from the scheduled internship. The intern supervisor(s) and/or instructor's record of attendance will stand as evidence of absences.

If the internship were to be terminated due to student's lack of attendance and/or repeated tardiness, etc., the instructor will give the student a verbal and written warning prior to any such termination.

Online Computer Requirements

This course uses D2L (Desire to Learn) in a supplementary way only, and the course is not considered an online class. However, the course does require the student to have access to a computer (with Internet access) to complete and upload some assignments. It is the student's responsibility to have (or have access to) a working computer for this class. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor Internship Policies

For attendance and participation in the internship at Legacy High School (WFISD) the student should adhere to the dress code and etiquette policies required of WFISD school personnel. Student is responsible for inquiring about these policies. Furthermore, student should adhere to all university policies concerning conduct. Student should refer to the [Student Handbook](#) and always conduct himself in a professional manner.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions

under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice: Changes in the course syllabus, procedures, assignments, and schedule may be made at the discretion of the instructor, as required by University Policy and/or policies of the WFISD, and/or to better accommodate the student’s participation in the internship experience.

Course Schedule

Week	Activities	Important Dates
Preliminary Week 01/13 – 10/17	Initial course meeting with Instructor Introductions to Internship Supervisor(s) Student reviews WFISD Legacy High School campus policies for school personnel, discusses these with Internship Supervisor(s), and completes any requirements set forth by the WFISD Legacy High School.	Course meeting 01/16, 12:00 – 12:50 pm Any requirements set forth by the WFISD Legacy High School must be completed by 01/21/2025 or the deadline set by that institution.

Week	Activities	Important Dates
Week 1 01/21 – 01/24	<p>Internship begins according to schedule coordinated with Legacy High School</p> <p>Student reads To the Teacher Educator and Introduction from <i>Techniques and Principles in Language Education (TPLE)</i></p> <p>Student reads <i>Capítulo 5 Escuela secundaria</i> from <i>Educación y Docencia (ED)</i> and completes vocabulary exercises (D2L).</p>	<p>See Internship Schedule</p> <p>Readings to be discussed at course meeting on 01/27</p> <p><i>Capítulo 5</i> and vocabulary exercises due by 11:59 pm, 01/26</p>
Week 2 01/27 – 01/31	<p>2nd course meeting with instructor:</p> <ul style="list-style-type: none"> • Discuss readings • Review Daily Observation Journal • Review vocabulary as needed 	<p>Course meeting 01/27, 12:00 – 12:50 pm</p>
Week 3 02/03 – 02/07	<p>Student reads Chapter 9 Communicative Language Teaching (<i>TPLE</i>) and prepares responses to Activities</p> <p>Student reads <i>Capítulo 7 Orden y disciplina (ED)</i> and completes vocabulary exercises (D2L)</p>	<p>Chapter 9 to be discussed at course meeting on 02/10.</p> <p><i>Capítulo 7</i> and vocabulary exercises due by 11:59, 02/09</p>
Week 4 02/10 – 02/14	<p>3rd course meeting with instructor</p> <ul style="list-style-type: none"> • Discuss Chapter 9 and Activities • Review Daily Observation Journal • Review vocabulary as needed 	<p>Course meeting 02/10, 12:00 – 12:50 pm</p>
Week 5 02/17 – 02/21	<p>Student reads Chapter 10 Content-based Instruction (<i>TPLE</i>) and prepares responses to Activities</p> <p>Student reads <i>Capítulo 8 Problemas de aprendizaje (ED)</i> and completes vocabulary exercises (D2L)</p>	<p>Chapter 10 to be discussed at course meeting on 02/24</p> <p><i>Capítulo 8</i> and vocabulary exercises due by 11:59, 02/23</p>
Week 6 02/24 – 02/28	<p>4th course meeting with instructor</p> <ul style="list-style-type: none"> • Discuss Chapter 10 and Activities • Review Daily Observation Journal • Review vocabulary as needed 	<p>Course meeting 02/24, 12:00 – 12:50 pm</p>

Week	Activities	Important Dates
Week 7 03/03 – 03/07	<p>Student reads Chapter 11 Task-based Language Teaching (<i>TPLE</i>) and prepares responses to Activities</p> <p>Student reads <i>Capítulo 10 Educación bilingüe</i> and <i>Capítulo 11 Educación multicultural (ED)</i> and completes vocabulary exercises (D2L).</p>	<p>Chapter 11 to be discussed at course meeting on 03/17</p> <p><i>Capítulos 10</i> and <i>11</i> and vocabulary exercises due by 11:59, 03/16</p>
03/10 – 03/14	<i>Spring Break – no course meeting – no internship attendance</i>	
Week 8 03/17 – 3/21	<p>5th course meeting with instructor</p> <ul style="list-style-type: none"> • Discuss Chapter 11 and Activities • Review Daily Observation Journal • Discuss vocabulary as needed • Review internship experience to this point • Discuss progress on Texas Teacher Certification Report and Timeline 	Course meeting 03/17, 12:00 pm – 12:50 pm
Week 9 03/24 – 03/28	<p>Student Reads Chapter 12 The Political Dimensions of Language Teaching and the Participatory Approach (<i>TPLE</i>) and prepares responses to Activities</p> <p>Student reads <i>Capítulo 12 Planificación</i> and <i>Capítulo 13 Medición y Evaluación (ED)</i> and completes exercises (D2L).</p>	<p>Chapter 12 to be discussed at course meeting 03/31</p> <p><i>Capítulo 12</i> and <i>13</i> vocabulary exercises due by 11:59 pm, 03/30</p>
Week 10 03/31 – 04/04	<p>6th course meeting with instructor</p> <ul style="list-style-type: none"> • Discuss Chapter 12 and Activities • Review Daily Observation Journal • Discuss vocabulary as needed 	Course meeting 03/31, 12:00 pm – 12:50 pm
Week 11 04/07 – 04/11	<p>Student reads Chapter 13 Learning Strategy Training, Cooperative Learning, and Multiple Intelligences (<i>TPLE</i>) and prepares responses to Activities</p> <p>Student reads <i>Capítulo 15 Currículo</i> and <i>Capítulo 20 Metodología (ED)</i> and completes vocabulary exercises (D2L).</p>	<p>Chapter 13 to be discussed at course meeting 04/14.</p> <p><i>Capítulo 15</i> and <i>20</i> and vocabulary exercises due by 11:59 pm, 4/13</p>

Week	Activities	Important Dates
Week 12 04/14 – 04/18	7 th course meeting with instructor <ul style="list-style-type: none"> • Discuss Chapter 13 and Activities • Review Daily Observation Journal • Discuss vocabulary as needed Student requests internship report from supervisor(s).	Course meeting 04/14, 12:00 pm – 12:50 pm Internship Report to be sent to instructor by 05/05.
Week 13 04/21 – 04/25	Student writes thank you letter(s) to supervisor(s). Student continues work on Texas Teacher Certification Report and Timeline	Thank you letters due to instructor by 05/05 Texas Teacher Certification Report and Timeline due by 05/05
Week 14 04/28 – 05/02	8 th course meeting with instructor <ul style="list-style-type: none"> • Review Daily Observation Journal • Progress check on Texas Teacher Certification Report and Timeline, Thank you letter(s) and Internship Report 	Course meeting 04/28, 12:00 pm – 12:50 pm
Week 15 05/05 – 05/09	Optional Course Meeting with Instructor to discuss any aspect of the internship and/or plan for certification	Thank you letters due to instructor by 05/05 Texas Teacher Certification Report and Timeline due by 05/05
Finals Week 05/12 – 05/15	Final Course Meeting with instructor <ul style="list-style-type: none"> • Instructor returns thank you letter(s) to student for delivery to supervisor(s) • Instructor reviews the Supervisor(s) Report on Internship with the student • Instructor reviews her evaluation of the student's Teacher Certification Report and Timeline with student 	Mail thank you letter(s) to supervisor(s) by 05/15

Internship Schedule

Notice: Changes this schedule may be made at the discretion of the instructor and/or the internship supervisor(s), as required by University Policy and/or policies of the WFISD, and/or to better accommodate the student's participation in the internship experience.

Internship will run Tuesday, January 21, 2025, through Tuesday, April 29, or Tuesday, May 6, 2025, and will consist of a total of 150 hours observation hours at approximately 10 hours per week. The following allows for the week of Spring Break (March 10 -14).

Days of Week	Time	Class Observed
Tuesdays	7:30 am – 10:00 am	On-level Spanish I (Peterson)
	1:00 pm – 3:00 pm OR 3:00 pm – 5:00 pm	Coaching (Peterson or other)
Wednesdays	8:15 am – 10:05 am	On-level Spanish II (Thomas)
Thursdays	7:30 am – 10:00 am	On-level Spanish I (Peterson)
	1:15 pm – 3:00 pm	Honors Spanish I (Hakimi-Hood)
	3:00 pm – 5:00 pm	Coaching (other)