

## **Asian 491: Internship in Teaching Asian Languages & Cultures**

### **FREQUENTLY ASKED QUESTIONS**

#### **What is “Asian 491?”**

Asian 491 provides, with faculty permission, an opportunity for a registered UW student to be an intern in a UW Asian Languages and Literature course. For undergrads with strong language skills, internships would be in a language course. For graduate students, internships could be in a language course or in a literature, linguistics, or culture course. Exchange students from abroad who are registered UW students are also welcome to apply. The approval of the faculty in charge of the course is required in order to enroll.

#### **Can anybody take Asian 491?**

Asian 491 is arranged between a student and a faculty member who advises the internship. It is available with faculty permission.

#### **What would I do as an Asian 491 intern?**

That depends on what you propose, what the faculty supervisor suggests, and what is mutually agreeable. In a language class, an intern might help in the classroom (i.e., as partners during pair or group work), develop or revise instructional materials, lead a “language conversation table” or “reading lab,” or doing tutoring outside of class. In a literature, culture, or linguistics course (graduate students only), an intern might assist in class, lead a discussion, teach a portion of a lecture in an area of expertise, consult with students on papers, etc.

#### **Are Asian 491 interns “TAs?”**

Interns are not TAs. They are not paid, and are not responsible for classroom instruction, grading, or other duties that TAs have. Their work does not replace that of a TA or instructor.

#### **How do I sign up for an Asian 491 internship?**

Registration is only with faculty approval. To propose an internship, consider what kind of internship you would like. Then, contact the appropriate faculty member, by email or in person, to ask about an Asian 491 internship. If the faculty member is willing to consider having an intern, arrange a meeting. Take along your filled out “Proposal and Internship Agreement” form, and have a conversation about your and their ideas related to a possible internship. If the faculty member agrees to supervise you in an Asian 491 internship, take the signed (by you and the faculty member) form to the Department office to register for the course.

#### **What if an instructor isn’t interested in having me an intern?**

Internships are only available with faculty permission for enrollment. Without this, you cannot register for an Asian 491 internship.

#### **How is Asian 491 graded, and how much credit will I receive?**

The course is credit/no-credit only. To receive credit, a 75% or higher attendance rate, appropriate completion of duties, and a reflection paper submitted by the first day of final exams week, or earlier, is required. A one-credit internship involves 3 hours per week, with 6 hours of work required for a two-credit internship.

#### **Can I arrange through Asian 491 to do an internship in a class in a different department, a high school, community college or do an internship in a business setting?**

No. Asian 491 is only available as a teaching internship for courses taught in the Asian Languages & Literature department.

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### Proposal and Internship Agreement

Name, Student Number, and Email Address: \_\_\_\_\_

Quarter/year of proposed internship: \_\_\_\_\_

Major/minor (proposed or declared): \_\_\_\_\_

Proposed site of internship (course number, title): \_\_\_\_\_

Proposed supervisor of internship (faculty member teaching the course above): \_\_\_\_\_

Proposed credits for internship: \_\_\_1 credit (3 hours/week (30 hours total)) \_\_\_2 credits (6 hours/week (60 hours total))

Student status:

\_\_\_ undergraduate student

\_\_\_ UW direct exchange student from \_\_\_\_\_

\_\_\_ graduate student

\_\_\_ UW International English programs exchange student from \_\_\_\_\_

\_\_\_ matriculated student

\_\_\_ non-matriculated student

Why you would like to be an intern? Explain what you would like to contribute and what you hope to learn.

The following is a list of possible duties. Type an "x" to mark those which interest you. Actual duties will be confirmed/revise in consultation with the faculty advisor prior to enrollment.

\_\_\_ Attending classes, \_\_\_ hours per week

\_\_\_ Participating in in-class pair/group work student discussions

\_\_\_ Helping the teacher with demonstrate conversations, or conduct other presentations to the class

\_\_\_ Organizing and leading a "conversation table" or "reading lab" for the class, \_\_\_ hours/week, \_\_\_ times/quarter

\_\_\_ Creating instructional materials or activities to be used in class, as mutually agreed with the instructor

\_\_\_ Teaching a mini-lecture in an area of academic expertise (graduate students only)

\_\_\_ Leading discussions in an area of academic expertise (graduate students only)

\_\_\_ Assisting in instructional planning in an area of academic expertise (graduate students only)

\_\_\_ Observing meetings with instructional staff

\_\_\_ Other (please describe):

#### Internship Agreement:

- I understand that interns are not TAs, and that I will neither receive payment nor be expected to do work that would replace the work of a course teaching assistant.
- I will submit a reflection paper describing what I learned from this internship by the first day of Final Exams week, describing, analyzing, and reflecting upon my learning experiences.
- Within the agreed upon internship hours, I will perform my duties to the best of my ability.
- I will be helpful to students enrolled in the course, will seek opportunities for feedback with my internship supervisor, and will notify my supervisor and Asian Languages & Literature advising if problems arise that I'll need assistance in resolving.
- I understand that faculty permission is required to enroll; if a faculty member agrees to supervise my internship in his/her course, the faculty member and I will meet together about form and make revisions based on that conversation.
- I understand that I will not have access to private student records, that my duties will not relate to grading/evaluating students.
- I understand that the internship graded on a credit/no-credit basis only, and that a minimum of 75% attendance PLUS constructive engagement in internship duties are required to earn credit.
- I agree to complete the agreed upon hours. If this becomes impossible, I will notify my supervisor and contact Asian Languages & Literature academic advising immediately.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Supervisor:** I agree to supervise this student's internship in the above-named course, of which I am the instructor, and give the student permission to enroll in \_\_\_\_\_ credits of Asian 491

Faculty name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_