

Spanish and Illinois Internship Program

<http://www.spanishandillinois.uiuc.edu/internships.aspx>

INTERNSHIP APPLICATION

How to Apply

Students who have taken or who are currently enrolled in SPAN 332 "Spanish & Entrepreneurship" (or SPAN 202 with Professor Abbott in Spring 2006 or 2007) and/or SPAN 232 "Spanish and the Community", are encouraged to apply for a summer internship. To apply for an internship, please submit the following materials to Ms. Kathy Schilson by the date indicated on the website:

- By mail: Ms. Kathy Schilson, Attn: Spanish and Illinois Internship Application, 4080 FLB, 707 S. Mathews, Urbana, IL 61801, MC-176
- In person: Drop off in 4080 FLB, faculty mailbox "Schilson"

* **Please submit items in this precise order:**

1. A completed internship questionnaire (below).
2. A one-page personal statement in Spanish that explains why you wish to work with the Spanish and Illinois Internship Program.
3. A short paragraph (no more than 200 words) in English in which you answer **one** of the following two questions:
 - Why did you decide to study Spanish?
 - Why do you consider yourself to be entrepreneurial?
4. A completed telephone exercise (included below.)
5. A resume. Include two references and explain their relationship to you. No letters of recommendation are required.
6. Your educational transcripts (you may print out your academic history).

Questionnaire (Application for: *Spanish & Illinois* Summer Internship)

Name _____ UIUC Email: _____

Campus Address _____

Major _____ Minor _____

Overall university GPA _____ / 4.0 Graduation date _____

1. What Spanish community-based learning courses have you taken?

SPAN 232 "Spanish in the Community" (formerly titled "Intensive Spoken Spanish").

SPAN 332 "Spanish and Entrepreneurship" (not the regular "Business Spanish").

What semester? _____

What semester? _____

With which professor/TA? _____

With which professor/TA? _____

2. What study-abroad experience do you have? Include name and length of program(s) and any other pertinent information.

3. From the attachment with descriptions of organizations, please write all internships that interest you in order of your preference (1=most interest). Please note, your flexibility increases your chance of getting an internship placement; however, **do not** list organizations where you would not be willing to work if chosen.

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

4. Please indicate the computer programs with which you are familiar.

- _____ WordPerfect or Word
- _____ Excel or other spreadsheet programs
- _____ Power Point
- _____ Access

- _____ HTML (editing software or UNIX coding)
- _____ Advanced Internet research
- _____ Dreamweaver or other web software
- _____ Photoshop
- _____ Others (please list): _____

5. When can you begin and end your work? Please remember that this is an 8 week internship. For example, if a beginning date is June 11th, the end date would be around August 4th.

Beginning (earliest) date: _____ Ending (latest) date: _____

OR check here if you are available all summer _____

Telephone Exercise

Lee el mensaje telefónico (tienes que imaginar que la persona te hable por teléfono). En español, apunta toda la información necesaria y únicamente la información necesaria.

“Hola. Mi nombre es María Isabel del Valle. Mi hija, Jennifer, tiene dos añitos y le quiero poner en la guardería pero la mujer de la guardería me ha dado muchos papeles y están todos en inglés. La guardería se llama KinderKindness y la mujer que me atendió se llama Amy Pearson No sé qué hacer. ¿Me hacen el favor de llamarme? Mi número de teléfono es cuatrocientos setenta y dos setenta y ocho veintinueve y si no respondo, pues llama al número novecientos cincuenta y dos treinta y siete quince. Ése es el teléfono de mi amiga Rosalía que luego me pasará el mensaje de Uds. Gracias.”

To _____	<input type="checkbox"/> URGENT	
Date _____	Time _____	A.M.
WHILE YOU WERE OUT		
From _____		
of _____		
Phone _____		
Area Code _____	Number _____	Ext. _____
Fax _____		
Area Code _____	Number _____	
Telephoned <input type="checkbox"/>	Please Call <input type="checkbox"/>	
Came to see you <input type="checkbox"/>	Wants to see you <input type="checkbox"/>	
Returned your call <input type="checkbox"/>	Will call again <input type="checkbox"/>	
Message _____		

Signed _____		