

Guidelines for the Internships

Prior permission to enroll in an internship in Latin American Studies must be granted by the LAS graduate coordinator. The host agency offering the internship opportunity must also be approved by the graduate coordinator. The internship must relate to Latin American, Caribbean, or Latinx Studies. The bulk of the work should be substantive and non-clerical. Students should complete and obtain appropriate signatures for the Latin American Studies internship application.

Responsibilities of the Student

Assisted by the graduate coordinator or faculty supervisor, the student seeks out the potential opportunities for an internship placement. The student writes a cover letter and creates a resume or CV, and arranges for an interview with the host agency. On approval of the host institution by the graduate coordinator or faculty supervisor, the student and advisor develop a Plan for Internship. A signed copy of this plan must be submitted to the graduate coordinator before the internship begins. While participating in the internship program, the student is expected to work 45 hours for every credit earned. A semester length internship would entail approximately 3 hours per week for every credit earned. Thus, a 3 credit internship would entail 9 hours per week for 15 weeks; 6 credits would entail 18 hours per week for 15 weeks. Students should complete the tasks and activities outlined in the Plan for Internship. Students should perform their duties in a professional manner, compile a daily or weekly journal, and submit a mid-semester progress report (3-5 pages), and a 10-20 page final report to the UF instructor of record.

Responsibilities of the Supervising Faculty Member (or Committee)

The supervising faculty member may assist the student with identifying and securing an internship opportunity, and should consult with the host agency supervisor regarding expected duties, approve a Plan of Internship, maintain regular contact with the student and the host institution supervisor throughout the internship, and submit a grade of S or U, based on the report of the host agency supervisor, and a review of the journal, mid-semester report, and final report. For MALAS students pursuing a non-thesis option, the supervising faculty member joins with a second faculty member (normally an LAS core or affiliate faculty member) to form a supervisory committee which presides over an oral defense of the final research paper (see below). The defense serves as a final exam for the MA in Latin American Studies.

Responsibilities of the Internship Host Institution or Agency

A representative of the agency, approved to supervise an intern, interviews the potential candidate by telephone, Zoom, or in person, prior to enrollment in the course by the student. The final approval for registration is made by the faculty supervisor and graduate coordinator.

When the agency selects a participant in the internship program, it is expected to provide a sufficiently flexible variety of educational experiences to permit intern involvement in specific projects. The agency assigns responsibility for supervision of the intern to a specific individual and a final review of the intern's performance is expected. The agency supervisor should submit a written evaluation of the intern's performance to the UF faculty instructor of record within the last two weeks of the internship semester, indicating satisfactory or unsatisfactory performance of the duties required for the internship. The host institution or agency may provide wages, reimbursement for travel, or other remuneration arrangements while the student is on internship. The arrangements are to be agreed upon by the cooperating agency and the intern.

Guidelines for Internship Final Research Paper

Students pursuing the internship option will submit a final research paper to a supervisory committee of two faculty members with graduate faculty status in Latin American Studies. Internship students will also make a public presentation or defense of their final paper, which will be evaluated by the supervisory committee and constitute a final exam for the MA degree.

The final research paper should be approximately 30-35 pages long. It should be directly related to/informed by the internship experience. Here is an example of the major components of the research paper:

- **Introduction:** a clear statement of the topic, research question(s), aim/purpose of the research.
- **Literature Review:** review of relevant literature and discussion of how your research relates to the work of other scholars who have addressed similar topics. The literature review helps to situate your research topic in relation to different theoretical debates and lays out the theoretical/analytical framework and the main concepts applied in the paper.
- **Research Design:** a brief description of the way in which the research was conducted, the kind of sources consulted, and the methodology followed to collect and analyze the data.
- **Body:** Presentation, discussion, and analysis/interpretation of your findings.
- **Conclusion:** a summary of your findings/answer to research question(s), and brief discussion of the significance/contribution of your research.
- **Bibliography**

INTERNATIONAL STUDENTS:

Please contact your F-1 International Student Advisor in the UFIC* before engaging in any field experience, training activity, employment, or volunteer opportunity. These experiences may include, but are not limited to: alternate work/study, internships, externships, shadowing,

cooperative education, practicums, clerkships, clinicals, and rotations, whether required or optional, paid or unpaid, part-time or full-time, on-campus or off-campus, on-site or remote.

- If you hold an F-1 visa, you may be required to apply for [Curricular Practical Training \(CPT\)](#) before participating in any field experience, training activity, or employment; only your F-1 Advisor can determine and confirm this. Click on [CPT](#) to read the detailed information.

Email your [F-1 International Student Advisor](#) via our [CONTACT US](#) form or attend their [Virtual Office Hours](#) to inquire and discuss. Be sure to include your UFID and details of the field experience/training activity (e.g., offer letter) in your message. Failure to obtain prior authorization may result in a violation of your F-1 visa status.

- F-2 visa holders are not permitted to engage in any field experience, training activities, employment, etc.
- If you hold a J-1 or J-2 visa, please contact your [J Advisor](#) to discuss and request authorization for any training or employment.

*Students with other immigration statuses should consult an immigration attorney to determine their eligibility for field experience, training, or employment.