

Hunter College Spanish Major Concentration in Spanish<>English Translation/Interpretation

Internship Essay Guidelines

1. In order to receive a letter grade for the Internship, you must submit a written essay (approximately 5-10 double-spaced pages) to the Program Coordinator no later than the **FIRST DAY of finals week** of the semester during which you are registered for the internship. Students who do not submit their essay by this deadline will receive a grade of Incomplete.
2. If the work is not submitted by the first day of finals week of the semester following the one in which the course was taken, the Incomplete will automatically become FIN on your permanent record.
3. At the top left corner of the first page, type your name, the course number and title, the semester and year. Pages should be numbered at the top right corner. Use 12-point font and leave 1" margins all around.
4. The paper will be graded for content, that is, how well you describe your experience. The reader should be able to get a clear picture of your duties and activities, as if he/she were a fly on the wall observing you at work and in your interactions with others. Also important are grammar, spelling, sentence structure, paragraph structure, etc. Make sure the paper is well organized and your writing is clear and coherent. You may write the essay in English or in Spanish.
5. The paper should start with a description of the Internship – whether translation, interpretation, or other type of language work; the sponsoring organization, and the type of work it performs.
6. The body of the paper should contain a detailed description of the tasks/assignments you carried out on a day-to-day basis. Use the following as a guideline for the type of content to include. Depending on your particular experience, there may be other types of information you may wish to add (you will find it helpful to keep a daily journal in which to write your observations and describe your activities throughout the internship):
 - how your tasks related to what you learned in class (for example: translation/interpretation techniques that you found useful; research strategies for terminology; working in groups; etc.)
 - the manner in which you submitted your work and how it was evaluated by your supervisors and/or co-workers
 - interactions with patients/doctors/nurses/clients/attorneys/judges/supervisors/other translators or interpreters/any others with whom you came into contact
 - what you learned
 - what you found easy
 - what were your greatest challenges
 - an overall evaluation of the experience and how it has affected your view of the field of translation and/or interpretation and/or language work in general

IMPORTANT: Please Note that your grade for the Internship will consist of your written essay and the evaluation of your work by your internship supervisor.