UMN Toledo, Spain - Internship Program

Academic Notes

General Information
The International Program in Toledo, Spain is offered through the University of Minnesota Learning Abroad Center. On this six-week summer program, IAP students will complete an internship, working with organizations in Toledo. Examples of internship sites include the Regional Parliament, museums, newspapers, Toledo City Hall, schools, radio stations, local tourism, community service organizations and a physical rehabilitation hospital. Selection for the internship requires successful completion of the internship application and an on-site interview to assess your language and skills required for the internship. Internship placement to your interests may not be guaranteed as it also must be a good fit for the organization.

In addition to the internship, students have an academic seminar that is included in the internship credit. This course is an opportunity for you to reflect upon your experience in person with other students, hear about their internships, and learn more about the Spanish culture and society. There is homework associated with this course.

Students have the option of doing a full-time internship for 6 credits, or a part-time internship (3 credits) + one academic course (3 credits) for 6 credits.

Past participants share information on their internship experiences:

- **Toledo Tourism Office** – My internship was in the tourism office in Toledo. I helped tourists from all over the world – Spanish speakers, English speakers, and did my best to help those that spoke neither language. I explained to them the major attractions in Toledo and answered any questions they might have. I worked two days a week for seven hours each day.

- **Las Cortes** - I worked at "Las Cortes" which is the equivalent of the capitol of Toledo. My major is International Studies and Arabic so my internship was very helpful in giving me experience that will give me an advantage when I apply for future jobs. It was interesting to learn how the political system in Spain worked especially because they are in the middle of a crisis. Half of my job was translating European Union Human Rights documents from English to Spanish, and entering them into the computer for future reference.

- **Radiotelvisión-Castilla La Mancha (Regional TV Station)** – During my time there, as a Production Intern, I worked alongside journalists to carefully select news stories from outlets like "El Mundo" or "ABC." Since this was broadcast news, I observed journalists rewrite and record these news pieces to accommodate to television. I attended press conferences with fellow co-workers and observed that process.

- **El Colegio de Nara** – I worked at a local urban camp in Toledo, El colegio de Nara, that hosted roughly 120 kids between the ages of 3-12. I worked 15 hours per week for 4 weeks total. I was assigned to work with kids 3-5, and received my own group of 10 kids I was responsible for. When switching rooms, going to the bathroom, sitting for lunch, clean up afterwards and for arts and crafts, it was always my expectation to take care of them. My internship was my favorite part of the program.

- **Biblioteca Castilla-La Mancha** – I worked four hours per week. Responsibilities included working at the checkout desk, providing customer service, facilitating three groups of English conversation practice, and creating a catalog of materials in foreign languages.

- **General Advice** – Don’t feel like you have to choose an internship that correlates with your major. Regardless, you will leave with a handful of skills and experiences that you can apply to whichever career you choose to pursue. I met plenty of students in the same program who interned at a place that didn’t relate much to their major. They had a great experience regardless. Also, ask questions! Talk to your coworkers! From my experience, this place is the place where you will learn and improve the most.

Internship Expectations
An internship does not always mean hands-on learning, and your internship may call for you to observe process and action instead of being a part of it. You should be comfortable with ambiguity and the tasks you’ll do. Be prepared for cultural differences. After all, it’s probably why you’re partaking in this internship experience – to learn more about the Spanish culture. Embrace it!
Internships around the world differ, and what you are accustomed to for an internship in the U.S. can be very different from an internship in Spain.

Be open in the approach to your internship. Sometimes the tasks might appear menial, but you should be open to what is asked of you, see what you can learn from each experience, and it is very likely that tasks will build on each other and increase in responsibility. The idea isn't just to add a “tick” on your resume. The amount that can be learned by simply observing how things are done in another culture, the extra exposure to the target language both in listening and in speaking, the contact with professionals from another country in a field you may be interested in, the chance to represent your country to others in a positive way are all take-aways that you should be prepared to look for and appreciate even if the actual work that you end up doing may not be what you might get if you were in the US.

You should be prepared for anything, and really be open to what you are learning, even if it isn't what you expected.

Depending on the internship, some of the sites may be even more challenging than what you are used to. If you have down time at the internship, or you find yourself being in more of an observant role, use that time to talk to your colleagues, or any of the other people at your internship. This is your experience and you should be prepared to be an active participant as you may be evaluated by what you do in those situations, too. Do you ignore your colleagues, or do you engage with them?

If the internship you get isn't what you expected, work with it to make sure you are learning everything you can from the experience, whatever that ends up being.

Not all tasks and jobs are interesting all the time and it’s likely you might find some aspects of your internship to feel menial. It’s a part of everyone’s daily job – internship or career! If you find yourself in a situation that is really making you unhappy, reach out to the on-site staff with the Toledo program. Work to resolve the situation right away instead at the end when there might not be anything that can be done. There’s an element of what you put into the experience is also what you will get out of it.

Registration
IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes (not including pre-session terms). Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

Note: Advanced Grammar and Composition TLDO 2321 – ONLY counts as 226 or 311.

Limits and Load
Students on this program will enroll in 6-US semester credits. These credits can be made up with a 6-credit internship course wherein you work for 30 hours per week at the internship site. You can also elect to take a 3-credit academic class along with a 3-credit internship class wherein you work 15 hours per week at the internship site. Details on course options are available from the University of Minnesota Learning Abroad Center: http://www.umabroad.umn.edu/programs/europe/toledo/academics.php
Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for Academic Policies. If a Pass/Fail option is available it is in the Course Equivalency Request. The due date for Pass/Fail submission can be found in the Academics tab of your My Study Abroad account.

Grades and Grade Conversions
Students will receive A-F grades from the University of Minnesota. Grades will be converted based on the following scale:

<table>
<thead>
<tr>
<th>University of Minnesota</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>A-, B+</td>
<td>AB</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>B-, C+</td>
<td>BC</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

Spanish Major Notes
Specific questions concerning Spanish credit and equivalents, and requests for assistance with the Spanish Major Advising Worksheet should be directed to the appropriate faculty study abroad liaison in the Spanish Department.

UW-Madison students majoring in Spanish should keep the following information in mind:

1) You must take at least 15 credits of the upper level work in the Spanish major “in residence” (that means, here on campus or in programs sponsored by UW-Madison). All Spanish courses numbered 300 or above count toward this requirement.
2) You must take at least 6 major-level credits of Spanish at the 300 level or above while physically present at UW-Madison.

If you would like more information or clarification on the Spanish major, contact Karen Thompson, Undergraduate Spanish Advisor (klthompson3@wisc.edu).

Helpful Links:
UMN Toledo Internships
http://www.umabroad.umn.edu/programs/europe/toledo/academics/internships