**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**SPANISH 575 - COSTA RICA PROGRAM**

**Internship in Service Learning – Certificate Program in Healthcare Spanish**

**Faculty Sponsor of Service Learning**

**Department of World Languages and Literatures**

**Costa Rica Program Coordinator**

What is Service Learning?

Service Learning is a class in which students develop skills through active participation in the community through public and private institutions. Service Learning may occur at such places as hospitals, libraries, women’s shelters, tutoring centers, advising center, in the public or private classrooms; service learning may also take place at local businesses, such as communications (radio, TV, newspaper/magazine), law offices, food and retail stores. Service Learning is not simply “volunteerism,” where one merely shows up at a work place, performs a duty, and leaves. Rather, Service Learning represents activities performed in the community which are integrated into the academic program of students, enhancing and enriching the student’s scholastic experience at CSUSB.

Service Learning in Spanish 575 means, in addition to the above, that the student is utilizing Spanish language skills in the community as well as gaining knowledge about the growing Latino culture in our service area. In this course, students will reflect on Service Learning in three stages: before the project begins (expectations and goals); during the project (weekly diary of experiences); and at the conclusion of the project (revisiting of goals and reflecting upon/evaluating the experience).

Prerequisites: Span 252 and Span 295

Graded Credit/No Credit

1-5 units available\*

1 unit = 30 hours a quarter

2 units = 60 hours a quarter

3 units = 90 hours a quarter

4 units = 120 hours a quarter

5 units = 150 hours a quarter

**Other Spanish 575 guidelines:**

1. No salary can be received for any service-learning credit.
2. Service learning cannot take place at the student’s place.
3. Students must work for **one** sitesupervisor who will evaluate them at the end of the internship.
4. No service-learning supervisor can be a member of the student’s family or other student currently enrolled at CSUSB.
5. You plan your service-learning schedules any way you choose (two hours a day, three hours every Wednesday, etc.) For each unit of credit, you must verify 30 hours of work.
6. No incompletes (grade of “I”) can be given for SPAN 575 for insufficient hours. If the student fails to completer the number of service learning hours, the student will need to complete the entire service-learning project during another term (and the grade for the current term will be NC-No Credit).
7. To receive full credit for the service-learning project, the student must
* Complete all written work as described in the handout per dates listed below
* Perform satisfactorily at the work site (as verified by the site supervisor)
* Fulfill the total number of hours required

To apply for Spanish 575, Service Learning:

1. Make an appointment with the Costa Rica Program Coordinator and discuss your proposed project with her/him. You will not be allowed to register until your project has been approved.
2. Once your service leaning project has been approved by the CRPC, you must register for Spanish 575A, B, C, D, or E (1-5 credits).
3. Write a proposal for your service-learning project. The proposal should contain (and in this order)
* A completed cover-sheet (attached to this handout) with all information recorded; this will be the first page of your proposal.
* Attach a resume of work and educational experience; if you need help in the preparation of your resume, contact the Career Developmental Center (UH-329). The resume may be in English or Spanish.
* Provide an overall description of what you want to do. This description should be no more than 2 pages in length. Before you write this description, talk with your proposed supervisor or the CRPC. In this narrative, you should include your specific objectives, that is, what you want to accomplish. The description should be written in Spanish.
* Indicate the proposed work schedule (i.e., number of hours per day, days per week, etc.).
* All parts of proposal must be typed or word-processed (no written documents can be accepted for any part of the service-learning requirements).
* This written proposal must be turned in to the CRPC (UH-314) according to the time table listed below. **NO late submissions will be accepted**.
* Except for the coversheet and the resume, all parts of the project must be written in Spanish in the competency expected of a successful Spanish 252 student. Work should be double spaced, with one inch margins all around, written in the standard 12pt. size font (Time New Roman or similar font style). Students may be asked to re-write proposals or final reports that display unacceptable errors in spelling, accents, grammar, or style.
* For students not traveling to Costa Rica: Some workplaces, such as public school, may have their own requirements for students working in service learning (i.e., fingerprinting, TB tests). Some of these requirements may need to be performed the quarter before the service-leaning projects begins. Required to have liability insurance at the place where you will be working. Consult with the CRPC on this issue. Plan ahead!
1. Submit your **final report** to the CRPC according to the time table listed below. The final report should contain:
* In two to three pages, give an assessment of what was accomplished during the service-learning project: how you achieved your objectives as outlined in your project proposal (written in Spanish).
* A journal summarizing your weekly activities of the project. A paragraph of each week is sufficient. (Remember, all work must be typed or word processed, and in Spanish—see above, under item 3).
1. Your supervisor must complete an evaluation of your service-learning experience. The evaluation verifies the number of hours worked and the quality of the work performed. The supervisor must send the evaluation form attached to this handout to:

 Ms. Elizabeth Rodríguez

 International Programs Coordinator

 UNIBE, San José

 Costa Rica,

 You should provide your supervisor with a copy of the evaluation form at the beginning of the term and remind the supervisor to send the evaluation prior to the dates listed below.

**Important Notice: At least once per quarter, the CRPC or her/his representative will contact the supervisor that you list on the cover sheet of your proposal. If any major discrepancies are found between your proposal and the information provided by the supervisor, your serve learning project will immediately be cancelled. Any false information provided in the proposal such as not working at the service learning site, working fewer hours than stated in the proposal, etc., could be grounds for disciplinary action including dismissal from the University.**

Spanish 575 Service Learning Experience: Dates to Remember June 26 – July 2016

Service Learning Experience

Combining Academic Study and Volunteer Service

California State University, San Bernardino

Spanish 575

**This page is the first page**

**of your proposal**

**Circle One**: Summer 2016

**Circle One:** Span 575a (1 unit) Span 575b (2 units) Span 575c (3 units)

 Span 575d (4 units) Span 575e (5 units)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Site information:**

Name of work site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the workplace’s liability insurance include you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember: This is the first page to your proposal**

**California State University, San Bernardino**

**Department of World Languages and Literatures, Spanish Section**

**Service- Learning Evaluation – Span 575**

**Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Workplace\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear Supervisor: Thank you very much for working with a California State University student on a service-learning project. Below, please briefly indicate your assessment of the student. Your assessment should include a statement and the total number of hours that the student was at the work site. You may turn the form Ms. Elizabeth Rodríguez, International Programs Coordinator, UNIBE. This report is confidential and will not be shown to the student. Thank you very much for your time in this matter.**

**Please indicate the quality of service of this student during the service-learning project. Please feel free to recommend areas of improvement:**

**Signature of Supervisor:**

**Evaluate the student’s use of Spanish during the service- learning project:**

**Please indicate the number of hours the above student worked with you at your site:**