SPANISH-ENGLISH LEGAL TRANSLATION INTERNSHIP APPLICATION FORM

The Department of Romance Languages and Literatures is now accepting HIGHLY QUALIFIED (English/Spanish) bilingual undergraduates with advanced proficiency in Spanish to interpret for Spanish-speaking clients who seek counseling at the VU Law School Clinical Programs. In addition to a two-and-a-half-hour class per week (SPA2993 Community Interpreter Internship) with Dr. Tomás Hidalgo Nava, student interns will work eight hours every week per 3 credits earned, interpreting for phone calls, interviewing and counseling sessions, translating documents, and accompanying student attorneys to meet with clients in other offices around southeastern Pennsylvania (transportation provided).

How to Apply:

Confirm that you qualify** for a 3-to-15-credit internship or independent study. Arts and Sciences majors should stop by the Villanova Internship Office, Office for Undergraduate Students, located in St. Augustine Center (SAC), Room 107 (Monday through Friday, 9:00am - 5:00pm), or contact Kate Szumanski (Director of Professional Development) at kathryn.szumanski@villanova.edu, (610) 519-3942 or Charlotte Holmes (Administrative Assistant II) at charlotte.holmes@villanova.edu, (610) 519-4232. Note: You must be a junior or senior at the time of the internship.

Schedule an appointment with the Spanish Community Interpreter Internship Director (Romance Languages and Literatures Department), Dr. Hidalgo Nava at tomas.hidalgonava@villanova.edu, Room 342, SAC, to discuss your language ability. Students who are currently studying abroad will be offered the opportunity to be interviewed via Skype™.

** Spanish students applying for this internship must meet the following departmental requirements:

1. Enjoy junior or senior status
2. Be a Spanish major/minor
3. Be fluent in both languages (English and Spanish)
4. Have a minimum 3.0 GPA or above
5. Be willing to interpret for a client who seeks counseling in legal matters

NOTE: IF YOU DO NOT MEET THE REQUIREMENTS, but you are FLUENT in both languages, contact Dr. Hidalgo Nava for an INDEPENDENT STUDY.

If you are not accepted for the internship this coming spring, would you be interested in doing this another semester? _____________________________________________________________________

Please list a personal reference (professor, employer, etc.) whom we can contact, and their phone number/email: ________________________________________________________________________

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Please fill out the following application and send it via e-mail to:
Dr. Tomás Hidalgo Nava, Spanish Community Interpreter Internship Director
tomas.hidalgonava@villanova.edu – SAC – Room 342 – Tel. (610) 519-3823

Application Questions:

Last Name: ___________________________  First Name: ______________
E-mail Address: ________________________________
Mailing Address:_____________________________________________________

Home Telephone: ___________________  Cell Telephone: ______________________________

Status as of FALL 2015 (for example: Junior, Senior) ________________________________

Is English your first language? YES ☐ NO ☐ If not, what is your first language? ______________________

Other Languages You Speak: ___________________________________________________________

Major: __________________________ 2nd Major: ________________________________

Minor(s): ________________________________

GPA: __________________________ GPA Major: __________________________________________

Courses taken in Spanish:

Year: _____  Course Name: ________________  Year: _____  Course Name: ________________
Year: _____  Course Name: ________________  Year: _____  Course Name: ________________

Previous study abroad?  YES ☐ NO ☐

If so, when? ______________
Where? ______________
How long? ______________
Courses taken abroad: ……………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

Do you qualify for an internship? _______  

(Please do not write on this page below this point)

_________ Approved       _______ Not Approved

__________________________     ______________________________
Date                        Dr. Tomás Hidalgo Nava

This internship requires you to write an essay, which you can use later on to support your application with the Villanova Internship Office.
An ESSAY in SPANISH: Send via e-mail to tomas.hidalgonava@villanova.edu.

Essay instructions: Write a two-page essay entirely in SPANISH, discussing why you would like to be an intern (trabajar como pasante), the type of field work activity you aspire to, and your overall goals, both academic and personal, as an intern. Comment on your skills and talents in the foreign language, and areas of expertise that you have developed and hope to develop further. You may want to describe similar experiences that you may have had, and the contribution that you can make to the program (esta pasantía o estas prácticas).