

# **Deaf Community Services of San Diego, Inc. (DCS) Interpreting Internship Application**

Thank you for your interest in the Interpreting Internship Program offered by Deaf Community Services of San Diego, Inc. (DCS). We recognize that by providing support to you, we are fostering our community of future Deaf and hearing interpreters alike. Applications are reviewed on a quarterly basis. Once accepted interns will be given staggered start dates to begin Phase I - Observations. Please review the application requirements and submit all portions to:

**Deaf Community Services of San Diego, Inc.  
Attn: Internship Program Coordinator  
3930 Fourth Avenue, Suite 300  
San Diego, CA 92103**

You may also submit your application packet electronically to [interns@dcsosfd.org](mailto:interns@dcsosfd.org) with "Internship Application" in the subject line.

## **Application Packet Should Include:**

- **Résumé or Curriculum Vitae and Cover letter**
- **Two letters of recommendation from persons familiar with the field of interpreting.**
- **Three Work Samples**
- **Copy of current ITP course requirements if applicable.**
- **Applicant Information form**

Please do not submit partial or incomplete application packets. If portions must be submitted in a separate email, please send them on the same date. Incomplete application packets will not be reviewed until all portions have been received.

## **Cover letter**

Within your cover letter please include a response to the following questions:

- What special skills or talents will you utilize in the internship?
- Why do you want to become a sign language interpreter?

## **Letters of Recommendation**

Knowing a language and interpreting within that language are two different things. For this reason we ask that you obtain letters of recommendation from individuals familiar with the field of interpreting and the demands placed on working interpreters.

## **Work Samples**

1. Interpreting Sample: Spoken English into American Sign Language
2. Transliteration Sample: Spoken English into Conceptually Accurate Signed English (CASE)
3. Voicing Sample: Signed text into Spoken English

Samples of your interpreting work should be 5 – 10 minutes in length. If the original text is longer only submit a ten minute segment. The applicant should select a text that he/she has not previously viewed or listened to but, within a subject matter that is familiar. For example, if the applicant has previously worked in a pet store, a text discussing how to care for your pet or a certain breed of dog sold in the pet store is acceptable.

**Video Format-** Our preferred method of receiving work samples (and later your weekly video journals) is via Flip camera. Flip cameras allow you to easily upload to the FlipShare.com site which is private, secure and can be accessed by us on any computer. We have tried numerous other methods of exchanging videos and FlipShare is the quickest and easiest. If you have a different method to submit videos please check with us and send a test video prior to sending your final submission. VHS tapes will not be accepted. IF you do not have access to a Flip camera or other digital video camera you may come to DCS to record your work sample. To use DCS equipment, please contact Alejandro Musso at [amusso@dcsofsd.org](mailto:amusso@dcsofsd.org) to make an appointment.

\*\*Please review the video quality before submission. Videos that have poor lighting, are blurry or bouncy not be viewed and you will be asked to submit a new work sample.

## **Mentorship**

While we would like to accommodate everyone who applies there are a limited number of spots available within the internship. If you are not accepted on your first try we encourage you to re-apply for the next cycle. In addition we suggest that all those seeking mentorship outside of a formal internship program to contact the local chapter of Registry of Interpreters for the Deaf at [www.sdcrd.org](http://www.sdcrd.org) for mentorship opportunities.

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## **Applicant Information**

<b>Name:</b>					
<b>Home Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Home Phone:</b>			<b>Mobile Phone:</b>		
<b>E-mail:</b>					
<b>Desired Date of Internship:</b>					
<b>Availability:</b> (Please be as specific as possible. Write in exact hours you are available during each day.)	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday				
<b>Available for last-minute assignments?</b>	<input type="checkbox"/> Yes			<input type="checkbox"/> No	
<b>If yes, how do we contact you?</b>	<input type="checkbox"/> Mobile (Voice)		<input type="checkbox"/> Mobile (Text)		<input type="checkbox"/> E-mail
<b>Professional References:</b>					
<b>First Reference:</b>	<input type="checkbox"/> Deaf		<input type="checkbox"/> Hard of Hearing		<input type="checkbox"/> Hearing
<b>Name:</b>					
<b>E-mail:</b>			<b>Phone:</b>		
<b>How You Know This Individual:</b>					
<b>Second Reference:</b>	<input type="checkbox"/> Deaf		<input type="checkbox"/> Hard of Hearing		<input type="checkbox"/> Hearing
<b>Name:</b>					
<b>E-mail:</b>			<b>Phone:</b>		
<b>How You Know This Individual:</b>					
<b>Name of college and program you are attending/have attended:</b>					