

Guidelines for ENGL 4920 Internship in English

The intention of this course is to provide an opportunity for a student to obtain college credit by pursuing an internship in a field or profession that corresponds with a student's concentration or intended career path. Students should have at least junior standing, have a 3.0 overall GPA, and have completed at least 5 upper-division English courses. With the approval of the Coordinator of Undergraduate Studies and under the supervision of an English Department faculty member, a student may arrange to do an internship in English at a cooperating agency, business, school, or other suitable place of possible employment. The student should identify a supervisor at place of employment and a member of the English faculty who will be assigning the grade. The supervisor should be prepared to submit a letter of recommendation or job summary to the faculty member at the end of the internship for purposes of evaluation. The student intern should keep a weekly e-mail log with the member of the English faculty who will be assigning the grade. This e-log will detail what work the intern did each week as well as detail skills learned, contacts made, and any other pertinent information that the faculty member will need in order to assign a grade at the end of the term. Interns should plan on working around ten hours per week.

The internship should be sufficient in scope and substantial enough to justify earning 3 credits. The internship should last throughout the term in which the student is enrolled for ENGL 4920. A student may only earn credit for ENGL 4920 if he or she is taking the internship in the same term for which he or she is registered for it. In other words, credit for ENGL 4920 will not be retroactive. The student should secure approval for the internship *no later than ten working days prior to the semester in which the Internship will be undertaken*. This form should be submitted to the Coordinator of Undergraduate Studies together with a written explanation for the proposed internship of roughly 500-words. This explanation should include the following:

- The faculty member assigning the grade and on-site supervisor(s);
- Full contact information for the supervisor;
- A description of the office or organization for which the student will work;
- The student's reasoning for selecting this office or organization;
- A description of duties and tasks the student expects to undertake;
- Anticipated problems in performing these duties or completing these tasks;
- Work schedule;
- The means of and schedule for informing the supervising faculty member of the student's progress.

Student's Name: _____ Number of credit hours: _____

Signature of Supervisor at Place of Employment: _____

Signature of Faculty Member Assigning the Grade: _____

Coordinator of Undergraduate Studies

Date

Revised 9/4/06