FOR-CREDIT INTERNSHIPS FOR ENGLISH MAJORS
REQUIREMENTS CHECK-LIST

Semester/Year________________________

Student Name_______________________ Faculty Director_____________________

Internship Site______________________

While many English Department faculty have contacts outside the university that may assist you, and Career Services keeps an extensive listing of possible internship sites, it is your responsibility to locate and request a placement. You will work out all details of the Internship with your on-site supervisor.

Students ordinarily must fulfill the following requirements to receive credit towards their English major for an internship. All assignments are to be turned into the Director of Undergraduate Studies or faculty supervisor no later than the first day of exams for the semester of the internship. Materials for summer internships may be turned in no later than the first day of classes in the fall semester. These requirements may be modified with the written agreement of your faculty supervisor or the Director of Undergraduate Studies.

1. ________Timesheet of at least 60 work hours signed by student’s on-site supervisor

2. ________Weekly journal and log of activities. This document should include both a summary of the work done each week and a reflection on your performance. (1 page per entry)

3. ________Description of the organization. Describe the organization’s mission, structure and culture, explaining where you see yourself fitting in, and what seem to be the strengths and weaknesses of the organization. (3 pages)

4. ________In-depth discussion of an area of focus of your job or a problem, issue or challenge related to your internship or the organization. This must be an evidence-based paper that draws on library and internet research as well as observations and conversations at the internship site. The Director of Undergraduate Studies or faculty supervisor must approve the topic at our midterm meeting or via email for summer internships. (8 pages)

5. ________For local internships, once you have completed 30 hours of work you must schedule a mid-term meeting with the Director of Undergraduate Studies or faculty supervisor. Bring your journal, timesheet and topic proposal to this meeting. Of course, if you are having problems with your internship site, you should speak with your faculty supervisor immediately.

6. ________If applicable, a portfolio of the work done for your internship.

7. ________A confidential letter evaluating your performance sent directly from your on-site supervisor to the Director of Undergraduate Studies or faculty supervisor.