



Department of English Internship Program Employer Information

The Texas State University Internship in English Studies program is intended to give English majors the opportunity to work in their career field gaining valuable on the job experience. Employers are able to mentor modestly skilled, low-wage student workers with the possibility of offering full-time employment to those the employer finds most suitable.

Types of English Internships

Internships can take many forms depending on employer needs and student skill sets. Broad areas of interest for interns include the following:

- Editing
- Film Writing and Production
- Grant writing
- Professional Writing
- Rhetoric and Writing
- Technical Writing
- Other

Employers are welcome to propose internships that most meet their needs. The English department and the Internship Director will work with employers to match student talent with employer needs to assure successful and mutually beneficial internships.

Department Expectations

The department's goal in offering an internship program is to enable students to gain practical experience in their career field and in so doing begin to develop a portfolio of work they can use in pursuing employment after graduation. The department expects employers to treat interns as employees while ensuring that interns gain practical "real world" experience and learn what it means to write, design, and produce documents, films, and other media in non-academic settings.

Employer Expectations

Our hope is that employers will see internships as the logical extension of the university learning experience and as a practical means by which students gain work experience and through which employers can mentor students while evaluating them as possible future hires.

The internship program gives employers the opportunity to mentor students and thereby shape their attitudes toward work while learning the distinctive differences between fulfilling an assignment for a college class and doing so in the workplace.

Student Expectations

Students should expect to learn the differences between the world of academics and the world of work, including employer expectations for them as well as their responsibility to the organization.

Internships Defined

Students eligible for internships must have an overall grade point average of 2.5 and an average of 3.0 in English courses. Students must have at least 60 hours of undergraduate credit and will have completed upper level practical course work in technical or professional writing, film writing or production, software documentation, editing, or rhetoric and writing.

Students are expected to work 10 to 20 hours per week during the internship semester. In addition, students will register for English 3312 English Internship, a three credit hour course that meets every other week and requires students to maintain a journal of their internship experience, report hours worked, be evaluated at mid-term and end of terms by the employer's intern supervisor, and prepare documents or other articles suitable for their work portfolios.

Employer Involvement

Employers interested in sponsoring internships are expected to define the intern's duties, responsibilities, and planned activities. The employer's intern supervisor is expected to mentor the intern and ensure fulfillment of the intern's learning objectives as defined in the Internship Agreement signed by the supervisor, the intern and the department's internship director. The intern supervisor will report intern work hours weekly and evaluate the intern's performance at mid-term and end of semester. The supervisor will also meet with the intern and internship director at mid-term to review the intern's performance. The supervisor will direct the intern in the development of a project suitable for a professional portfolio for use in future job searches. The Internship Director will meet with the intern supervisor at the employer's site both at the beginning of the internship and for the mid-term evaluation.

For-profit organizations are expected to provide compensation to interns (\$7.25 - \$17.00/hr) as determined by the Department of Labor's Fair Labor Standards Act.

Employers interested in sponsoring an internship should contact the Internship Director as indicated below. The Internship Director will contact the employer to discuss internship duties and objectives and set up an on-site meeting with the employer's intern supervisor and other interested personnel.

For additional information employers may visit the Internship in English Studies web pages at <http://www.english.txstate.edu/englishinternship> and review relevant documents:

- English Internship Employer Application
- English Internship Agreement (employer and intern)
- English Internship Statement of Responsibilities (employer and English department)

Daniel Price
English Department
601 University Drive
San Marcos, TX 78666

Internship Director
Texas State University
Email: dp27@txstate.edu
Telephone: 512-245-3734