



Department of English
Internship in English Studies
Statement of Responsibilities for the Department and Employers

The Texas State University (TSU) English department's goal in offering an internship program is to enable students to gain practical experience in their career fields 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.

Responsibilities of the English department and the employer in the development, support and evaluation of interns are outlined below.

Texas State English Department Responsibilities

1. Ensure the student understands his or her responsibilities to the employer, including agreed upon attendance, timely completion of assigned tasks, and professional attitude and appearance;
2. Establish the student's academic eligibility to participate in an internship;
3. Work with the student to set learning objectives, to confer with employer personnel, to monitor the progress of the internship, and to evaluate the academic performance of the student in the concurrent Internship in English Studies course;
4. Regularly communicate with the employer regarding the administration and evaluation of the internship;
5. Maintain the confidentiality of any information the employer so designates;
6. Enforce any additional requirements agreed upon with the employer.

Employer Responsibilities

1. Encourage and support the learning aspects of the student's internship;
2. Pay the intern compensation appropriate to the duties performed and responsibilities fulfilled;
3. Ensure the student understands his or her responsibilities to the employer, including agreed upon attendance, timely completion of assigned tasks, and professional attitude and appearance;
4. Identify an employee who will serve as the student's advisor with responsibilities to help orient the student to the organization and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative, and to monitor progress of the student;
5. Ensure student projects contribute to fulfilling his/her goals in gaining experience and expertise demonstrable through those student developed employer artifacts (documents, web pages, and/or other media) selected for the student's presentation (professional) portfolio;
6. Provide adequate supervision for the student and to assign duties that are career- related, progressive and challenging;
7. Make available equipment, supplies, and space necessary for the student to

- perform his/her duties;
- 8. Provide a safe, harassment free working environment;
- 9. Will not displace regular workers with students secured through internship referral;
- 10. Notify the internship director of any changes in the student's work status, schedule, or performance;
- 11. Allow a faculty representative to visit the employment site to confer with the student and his/her supervisor;
- 12. Communicate employer policies and standards to University personnel.
- 13. Complete mid- and end-of-semester evaluations of the intern via his or her portfolio;
- 14. Maintain general liability, professional liability and worker's compensation insurance as required by law.

An internship arrangement for each student will be a period agreed upon by the employer and the English department. Should the employer become dissatisfied with the performance of a student, the employer may request termination of the internship arrangement. Conversely, the department may request termination of the arrangement for any student not complying with department guidelines and procedures for the internship program, or if the employer does not uphold the responsibilities mentioned above.

This statement of responsibilities shall continue in effect for the period designated below:

_____ to _____.

Any questions regarding the internship program, its procedures, or this memorandum should be referred to:

Employer Representative: _____ Date: _____

TSU English Department Internship Director: _____ Date: _____

A Note on Intern Compensation:

For-profit organizations are expected and mandated by federal regulations to compensate interns at a rate equal to or greater than the minimum hourly wage. In lieu of standard wages organizations can provide a stipend for expenses such as gasoline, parking, meals.

Unpaid student employment will not violate the U.S. Department of Labor's Fair Labor Standards Act if it is a training program which meets the following criteria:

- 1. The training should be similar to that given in a vocational setting
- 2. the experience is for the benefit of the student
- 3. students do not displace regular employees
- 4. the site sponsor provides the training and receives no immediate advantage from the activities of students
- 5. students are not necessarily entitled to a job at the conclusion of the training period
- 6. the site sponsor and student understand that the student is not entitled to wages for the time spent in training.