



Department of English Internship in English Studies Student Information

The department's goal in offering the Internship in English Studies 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.

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

Students 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.

Student Eligibility

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 for a minimum of 120 hours per semester. In addition, students will register for English 3312 Internship in English Studies, a three credit hour course that meets every two weeks during the internship semester and requires students to maintain a journal of their internship experience, report hours worked, be evaluated at mid-term and end of term by the employer's intern supervisor, and complete a project suitable for their work portfolios.

Students who are accepted in the program will take English 3312, Internship in English Studies, concurrent with their internships.

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.

Application Process

1. Attend the English department Internship Orientation meeting the semester before you intend to apply for an internship (Required).
2. Meet with the department Internship Director to discuss internship requirements.
3. Print and complete the Internship Application. Completing the Application will require you to meet with a professor in your concentration (creative writing, grant writing, rhetoric and writing, technical writing, or other) to discuss your goals and objectives in pursuing an internship.
4. Meet with the Liberal Arts Academic Advisor (FH 322, ext. 51852) to verify that you have sufficient University and department credit hours and any prerequisite courses required to meet internship requirements.
5. Meet with the department Internship Director for final approval and to determine the most appropriate employer to enable you to meet the goals and objectives you established with the professor in your concentration.
6. Once your Internship Application is approved, complete the “Intern’s Goals and Objectives” section of the Internship Agreement and get approval from the professor in your concentration you met with for the Application.
7. Arrange an interview with the employer and, assuming you are accepted for an internship, establish the duties, responsibilities, activities and work schedule that will enable you to achieve the goals and objectives you have for the internship. With the employer, complete the Agency section of the Agreement and return it to the Internship Director.
8. Once your Internship Agreement is signed by the Professor in your Concentration, Agency Supervisor, and Internship Director, meet with the Liberal Arts Academic advisor to enable you to register for English 3312 Internship in English Studies course.

Application Deadlines: Students w/approved internships Students w/o approved internships

Fall	August 1	July 1
Spring	December 1	November 1
Summer	May 1	April 1

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