

English Department Guidelines & Internship Agreement Form

In an effort to coordinate all English Department internships, we ask that you please follow the below guidelines to ensure that you have a successful and meaningful internship experience.

- All students interested in an internship must *first* view the Overview of the Internship PowerPoint on the English Majors' Forum D2L site.
- All students must then meet with the appropriate internship coordinator (see below) to discuss their internship plans, search, and materials. The student should have a résumé drafted and two writing samples (academic papers or writing samples that the student is particularly proud of having written).

For English majors, Dr. Eleanor Shevlin, Main 548 (eshevlin@wcupa.edu)

For BTW minor, Dr. Judy Scheffler, Main 530 (jscheffler@wcupa.edu)

For Journalism, Dr. Chuck Bauerlein, Main 534 (cbauerlein@wcupa.edu)

- Internships must be supervised by a member of the English faculty and a qualified on-site supervisor.
- All student interns, including the Journalism Minor and Business and Technical Writing Minor, must complete the Internship Agreement form (with required signatures) and return copies to his or her faculty supervisor and to the appropriate internship coordinator.
- No one will be registered for ENG 395 until the completed form is returned to the appropriate internship coordinator.
- When you submit the completed internship agreement, please be sure that your total course load for the internship semester does not exceed eighteen credits. In other words, if you have enrolled in courses as placeholders in case you did not secure an internship, please drop those courses. Otherwise we will not be able to build an internship section for you because you exceed the number of permitted credits.
- **No internships will be retroactively approved.**

Please see the English Majors' Handbook or D2L for more details about internship policies.

ENG 395: Internship Agreement Form

Student name/email:

WCU Internship faculty supervisor :

Number of credits for the internship

Semester:

Internship location and on-site supervisor name and contact information:

The intern and on-site supervisor have discussed agency expectations, rules, system for reporting absences, work hours, and any other considerations important to the agency. The intern and supervisor have discussed the internship activities to include the following (or attach a list of duties):

Average number of hours per week:_____

In order to successfully complete an internship for credit, the student agrees to:

- Serve 40 hours on-site at the agency for every credit hour earned. For example, a three credit hour internship requires 120 hours of on-site service;
- Submit to the faculty supervisor a portfolio of work accomplished during the internship; and,
- Submit to the faculty supervisor a report (5 to 7 pages, minimum 1,300 words) detailing the internship experience, including what was learned and gained.

The site supervisor will be expected to:

- Orient student to job and provide ongoing mentorship.
- Respond to faculty supervisor's queries.
- Evaluate intern's performance at least twice during the internship (midterm and end of semester evaluation).

The supervising faculty member will be expected to:

- Meet with the intern a minimum of three times during the semester (early on, mid-term, and final weeks) to discuss progress in the internship; and,
- Evaluate all submitted materials and submit a final grade.

The student, agency supervisor, and faculty member agree to these minimal requirements for ENG 395: Internship.

Student

Agency Supervisor

Faculty Supervisor