

ENG 498

Internship Guidelines

English Department
Revised July 2015

Course Description

ENG 498 — *Prerequisite: Junior or senior standing and consent of the Internship Coordinator. Academic training and practical writing experience through work in a private company or public agency. Faculty supervision and evaluation of all study and on-site activity.*

UNC-Wilmington Undergraduate Catalog

Credit Hours

For 3 credit hours, students must complete 126 working hours at the internship. On-site and off-site work count toward these hours. Undergraduate students are allowed to take 3 credit hours for two semesters for a maximum of 6 credit hours. Summer internships will generally span both Summer I and II.

Application Criteria

Internships are available to students who meet the following guidelines:

- English major/ minor, or PW certificate candidate or journalism minor
- 2.5 GPA overall
- 3.0 GPA in English major
- Junior or Senior status
- 9 hours in 300-level writing courses

Applying for the Internships

It may take as long as one full semester to process an internship at an agency. Students are encouraged to plan ahead to ensure a smooth transition to the internship, as well as ensuring adequate financial aid. Here is the step-by-step procedure:

- Student meets with Dr. Lance Cummings, and paperwork is filled out.
- Student calls the agency supervisor and schedules an interview.
- Student and agency supervisor sign internship form via DocHub.
- Forms are sent to the chair of the English Department, then to the Dean for final approval. The Dean's office will forward the necessary information to the Registrar's office.

Exceptions

Internships with The Writing/Reading Place/Writing Services will continue to be administered by the Coordinator, Will Wilkinson. These internships include mandatory attendance at one training session and one staff meeting per month. Interns must attend 4-6 hours of pre-service training prior to the beginning of the internship semester.

Responsibilities of Students During Internships

- Go to the internship on time and at the agreed-upon times. A poor attendance record can result in a failing grade and no credit hours will be earned.
- Contact the agency supervisor in a timely manner in case of emergency or illness. In addition, notify the internship coordinator of this at the designated meetings.
- Meet with faculty advisors once monthly (twice monthly during summer session) and bring completed written assignments associated with each particular internship experience. In general, a portfolio of *published* work or drafts of published work (no internal documents),

Interns must work a minimum of 126 hours; this works out to about 8-9 hours per week.

a final paper, journal and timesheet will be required. Students may also be asked to fill out various forms for the internship program. If there are any questions about work to be included in the portfolio, speak with the agency supervisor and/or the internship coordinator.

- Notify the faculty advisor promptly of any difficulties or problems experienced.
- Represent the University in a professional and honorable manner.

Role of Faculty Advisors

- Send the student to the Internship Coordinator, who will administer all paperwork required for registration.
- Meet with student once monthly (more frequently during summer), reviewing work to date.
- Contact the agency to check the progress of the student a minimum of once during the semester.
- Create written assignments for the student, including portfolios (if applicable) and a final paper.
- Review agency evaluation, determining if the experience was valuable.
- Assign a Pass or Fail for the student at

the end of the semester. Criteria may include but not be limited to attendance, agency evaluation and written work.

- Have the student write a short paper on the value of the internship, listing specific weaknesses and strengths of the experience. Give the paper to the Internship Coordinator to evaluate the agency for future referrals.
- Inform the Internship Coordinator if the

student is not getting the appropriate work experience at the agency. The agency supervisor will be contacted.

- Faculty advising is entirely voluntary. Inform the Internship Coordinator if there is a problem with supervision of the student.

Role of Agency Supervisors

The role of agency supervisor may differ according to the requirements of the internship; however, it is necessary for students to have a significant writing component as part of the assigned tasks. In addition, we request that you:

- Plan work that is professionally oriented and will expose students to the field. Direct and inform the students sufficiently so they may work independently.
 - Be aware of the number of hours that students are working. For University credit purposes, students must work 126 hours; the determination of excess hours is up to the students and the agencies. Students are directed to consider fieldwork, research, interviews and writing, on- or off-site, as part of the 126 hours. This works out to about 8-9 hours per week.
 - Meet periodically with students to evaluate and discuss progress.
 - Contact the Internship Coordinator, Dr. Lance Cummings, should any problems occur. Email: cummingsl@uncw.edu
 - Complete a brief evaluation at the end of the term to assist the faculty advisor in assigning a grade. These can be given to students in sealed envelopes with signatures across the flap.
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- **Note: Students may use portfolios (a compilation of work completed at the agency) during the job search process. Ensure that all information released to students conforms to your organization's privacy standards.**
 - **Internship Coordinator reserves the right to remove students from internship sites if placements are not in the students' best interest.**

Course Syllabus

ENG 498

Dr. Lance Cummings, Internship
Coordinator English Department
UNC-Wilmington

Objective

The purpose of your internship is to provide you with practical work experience in fields related to your major and to provide educational opportunities not otherwise available in a class setting.

Internship Hours

Students receive 3 credit hours to work 126 hours during the semester. This is about 8-9 hours weekly, with one hour allotted for course work. You and your agency supervisor should decide on specific times, and you should inform the Internship Coordinator of the days and times you plan to work.

The Work

The internship should be treated the same as an employment opportunity. Do not be absent unless it is absolutely necessary; if you must be absent, call well in advance to advise your agency supervisor. In addition, inform your faculty advisor at the next scheduled meeting. **Do not be late.** Act professional at all times; you are a representative of the University.

Excessive absenteeism and/or tardiness, as well as irresponsibility, will result in a failing grade.

Your faculty supervisor (in most cases, this is the Internship Coordinator) will meet with you monthly for which you must sign up for an appointment. Bring with you any work you have done since the last meeting. At the completion of the internship, submit a portfolio of all work completed, as well as

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the final paper, log and journal. This material should be submitted the last day of class to the English Department secretary or the Internship

Coordinator. You must schedule and attend monthly meetings; if you miss the meetings, you will fail this course.

Grading

Your grade is a synthesis of your excellence at the agency, meetings with the Internship Coordinator, your portfolio and your final papers. Your performance at the agency will be evaluated via dialogue and a written form, completed by your agency supervisor. Your final grade, a PASS or FAIL, will be assigned by the Internship Coordinator.

Agency Intern Evaluation Form

To be given to agency supervisor at end of internship, returned to student in sealed envelope with signature on back flap, and turned in with final paper.

Name of Student _____
 Organization _____
 Observation Period _____
 Supervisor _____
 Total Number of Hours Worked _____

Supervisor: Please check the box that represents the most appropriate description of the student in the following areas:

Key: P= Poor
 A=Average
 E=Excellent
 NA=Not Applicable

| Workplace Skills | P | A | E | NA |
|---|---|---|---|----|
| Exhibits eagerness, enthusiasm, and industriousness | | | | |
| Understands and follows policies and procedures | | | | |
| Arrives punctually and at designated times | | | | |
| Presents appropriate appearance for the job | | | | |
| Displays appropriate maturity and temperament | | | | |
| Follows instructions and accepts responsibilities | | | | |
| Demonstrates creativity and imagination | | | | |
| Displays initiative | | | | |
| Accepts suggestions and criticism | | | | |
| Cooperates with other staff members | | | | |
| Writing Skills | | | | |
| Employs necessary research techniques | | | | |
| Understands basic layout techniques | | | | |
| Utilizes correct sentence structure and grammar | | | | |
| Develops material into camera-ready format | | | | |

Please respond to these items:

This student's strengths lie in the following areas:

This student needs improvement in the following areas:

Please comment on any other area of concern or in need of elaboration.

The student's performance during the semester has been (circle the most appropriate):

Poor **Below Average** **Average** **Above Average** **Excellent**

 Supervisor's Signature Title Date

Sample Assignment for Final Paper

To aid in evaluating your work during this semester, you must submit a final paper on the last day of regularly scheduled classes. This paper must be a well-written and developed essay assessing your internship experience. In addition, it should be typed (double-spaced) with one-inch margins and free from grammatical, syntactical, and spelling errors. The length will be 5-8 pages.

Please provide answers to the following questions in your paper:

1. Analyze and describe the types of writing done at your internship site. Did your academic training prepare you for these types of writing? Explain your answer, using specific details and examples.
2. How valuable was the internship toward realizing your professional goals?
3. What were the strengths of the internship? The weaknesses?
4. Using an actual experience, describe how you analyzed and solved a problem that occurred during the internship.
5. What did you find surprising or unexpected about the internship experience?
6. How did it expand your understanding of the professional aspects of your chosen work?
7. Based on your experience, what are the most important skills needed for an individual to be a success in your internship area?
8. What do you wish had been included in the internship experience? Be specific.
9. Are you still considering a career in this field? Why or why not?

Student Evaluation of Agency (confidential)

Please write several brief paragraphs addressing the following questions:

1. Was the internship experience what you expected? Explain.
2. Were the assignments given by the agency supervisor helpful and sufficient in number? Give examples of some of the assignments.
3. Did you feel comfortable in your surroundings and with the assignments? Why or why not?
4. Did you feel you were an integral part of the organization?
5. What suggestions would you make regarding further placement of interns with this organization?