Approval Form for English 622, Internship
(1-3 hours, repeatable to 3) S/U

Course Description: Supervised Applied experience at a work site inside or outside the Department of English and Journalism. TAs may do an internship but not for the course they are teaching. The internship may not be a paid position. For each semester hour of credit, the intern is required to be involved in 75 clock hours (1 SH = 5 on-site hours per week per semester) of on-the-job activities.

Prerequisites:
- Completion of at least 15 hours of coursework toward the MA in English.
- Submission of Internship Approval Form to Graduate Advisor prior to registration.

Name (please print):

ID#:

Semester: Year: Number of Hours Requested:

Replies to the following may be put on a separate piece of paper and attached to this form.

1. State the goals and objectives that this internship will help you realize.
2. Describe what competencies you hope to gain during the internship.
3. List the responsibilities and assignments you will be given during the internship.
4. How many hours a week will you be working for how long?

Return this form to the Director of Graduate Studies in English, 129 Simpkins Hall, Western Illinois University, Macomb, IL 61455.

Approval of Graduate Advisor: ____________________________ (Date)

jlh
6/08; rev 5/09
English 622 Internship Agreement

For the Student: I understand that my responsibilities as an intern are:

1. Weekly submission to the Graduate Advisor of a journal consisting of 1) a log of activities on-site during that week and 2) a brief exposition of the experiences and impressions gained from the activities.

2. Periodic formal progress reports submitted to the Graduate Advisor at the 4th, 9th, and 12th weeks of the internship semester, consisting of 1) a summary of skills and understanding gained over the period in question; 2) a measurement of their proximity to the course objectives stated in the original proposal; 3) any new discoveries of competencies or understanding not anticipated in the original proposal.

3. A final written report at the conclusion of the internship submitted to the Graduate Advisor. The field supervisor and internship should have one final meeting set aside exclusively for a discussion of this report. It should consist of the following items:
   a. A signed approval form from the field supervisor verifying that she or he has read and approved the report.
   b. A brief summary of the purpose, setting, objectives, and calendar of the internship.
   c. A record of the intern's accomplishments.
   d. Reflection on the internship.
   e. Appendices (if appropriate).

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Student's Signature: __________________________ (Date)

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For the On-Site Supervisor: I understand that I am responsible for:

1. Assisting in the development of the internship proposal, and then providing a supervised work experience as outlined in the proposal, lending leadership and support, and opening doors to provide the student job experience opportunities whenever possible. I will contact the Department Supervisor (Graduate Advisor) if problems arise.

2. Conducting review sessions periodically and routinely with the intern to:
   a. Determine what activities have been accomplished.
   b. Help the intern interpret and reassess perceptions and gain better insights about experiences.
   c. Assist the intern to prepare for future experiences.

3. Evaluating the work of the intern in an oral conference at or near the conclusion of the internship.

4. Signing a final approval sheet, if approval is accorded, provided by the student's academic department.

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On-Site Supervisor's Name (please print): ________________________________

Address: ____________________________________________________________

Signature: ______________________________________________________________________ (Date)

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We hereby verify that (student intern) has fulfilled all obligations for his/her internship and may be awarded 1 2 3 (circle one) semester hours of credit.

On-Site Supervisor: ____________________________ (Date)

Graduate Advisor: ____________________________ (Date)

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6/08; rev. 5/09