Western Illinois University

Department of English

English Internship (ENG622)

ENG 622 Internship. Supervised applied experience at a work site inside or outside the Department of English and Journalism. Graded S/U. Prerequisites: Completion of at least 12 semester hours of coursework in English; approval of director of graduate studies in English, faculty supervisor, and on-site supervisor. . 1–3 s.h., repeatable to 3.

1. **CONTACT INFORMATION**

Department Chair

Simpkins Hall124

(309) 298-1103

2. **PROTOCOL**

**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 50 clock hours (1 SH = 3.33 on-site hours per week per semester) of on-the-job activities.

 Prerequisites:

* Completion of at least 12 hours of coursework toward the MA in English.
* Submission of Internship Approval Form (see attached).

 Students must also answer the following questions which will be submitted with their application.

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

3. **APPLICATION REQUIREMENTS**

1. Minimum overall G.P.A. required: 3.0
2. Minimum major G.P.A. required: Not Applicable
3. Students may count up to 3 s.h. of ENG 622 toward the Master’s degree.
4. Internship site must have an existing Internship Program within the organization.
5. Application must be submitted in advance of the date of the proposed internship.

4. **REGISTRATION REQUIREMENTS**

**A. Complete Internship Application.**

1. Submit completed application (ENG 622 Internship Agreement.pdf)
2. Submit documentation of Company’s Internship Program (if applicable).
3. Submit job description from proposed internship site and how duties are tied to English graduate degree.
	1. **Complete** **Internship Agreement**. If an application for internship credit is approved:
4. Student completes appropriate information and signs ENG 622 Internship Agreement. Signing Agreement confirms that student understands requirement of internship.
5. On-site supervisor signs ENG 622 Internship Agreement. Signing Agreement confirms that the on-site supervisor understands the requirements of the internship program and what is required from the site.
6. Director of Graduate Studies in English signs. Signing Agreement approves site for internship and gives permission for registration.

**5. STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the Director of Graduate Studies in English.

1. Weekly submission to the Director of Graduate Studies in English or other appointed departmental faculty supervisor 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 Director of Graduate Studies in English or other appointed departmental faculty supervisor 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 (in a 3-ring binder with divided tabs) at the conclusion of the internship submitted to the Director of Graduate Studies in English or other appointed departmental faculty supervisor. 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:
* Signed approval form from the field supervisor verifying that she or he has read and approved the report.
* Brief summary of the purpose, setting, objectives, and calendar ofthe internship.
* Record of the intern's accomplishments.
* 3-5 page reflection on the internship.
* Letter of Evaluation - Acquire a letter of evaluation from the on-site supervisor of

the student’s internship performance. This may be included in the notebook or mailed directly to Dr. Christopher L. Morrow, Director of Graduate Studies in English, Department of English & Journalism, Western Illinois University, Macomb, Illinois 61455.

* Copies of all weekly and periodic reports
* Sample documents from Internship

This formal report must be submitted to the Director of Graduate Studies in English before credit can be awarded. Any failure on the part of the internship student to submit a daily log, self-evaluation and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.

1. Students who do not complete requirements at the end of a term will receive an incomplete (“I”). All requirements must be completed by the sixth week of the term following the internship.

**6. ON-SITE SUPERVISOR RESPONSIBILITY:**

1. Write letter of evaluation of intern’s performance during the internship. Either include letter with student’s completed notebook or mail directly to Director of Graduate Studies at the completion of the internship.
2. Confirm clock hours. (50 clock hours = 1 semester hour of credit).

Comment in evaluation letter actual clock hours worked in the internship.

**7. DIRECTOR OF GRADUATE STUDIES RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign “S/U” grade at completion of evaluation.