

ENGL 495 ENGLISH INTERNSHIP/INTERNAL

Student Learning Outcomes

Learning outcomes for internships are connected to the Student Learning Outcomes for English Majors in the Bachelor of Arts Program at Kansas State University, especially 6 and 7, that "upon completion of the Bachelor of Arts degree, English majors should be able to . . .

- 6) Demonstrate integrative and independent thinking, originality, imagination, experimentation, problem solving, or risk taking in thought, expression, or intellectual engagement;
- 7) Tailor writing for various audiences and purposes."

In an internship the student should be prepared to

- 1) Develop practical and analytical skills associated with research and other projects, including:
 - a. critical thinking and writing skills for the evaluation, synthesis, and analysis of information;
 - b. locating, retrieving, and evaluating sources;
 - c. familiarity with the generic conventions of the discipline being pursued, and
 - d. writing for a particular audience;
- 2) Apply research, writing, and communication skills towards intellectual and professional development;
- 3) Acquire professional experience and contacts in preparation for future educational and employment opportunities.

Prerequisites

Students who wish to enroll in ENGL 495 must have done all of the following:

- Earned a cumulative G.P.A. of 3.0 or higher
- Completed at least 60 credit hours towards their undergraduate degree
- Received credit for ENGL 100, ENGL 200 (or ENGL 210), and ENGL 310

Procedures

- 1) After obtaining the faculty member's consent to supervise the internship, the student composes an Internship Proposal in consultation with the faculty member and/or the Director of Undergraduate Studies.
- 2) The Proposal describes the internship (research *or* professional), expectations, hours, deadlines, products, and assessment. It explains how ENGL 495 will fulfill the student learning outcomes of the Undergraduate Major in English and how it will advance the student's professional goals.

- 3) The Internship Proposal, signed by the student and the supervisory professor, is submitted to the Undergraduate Advisory Committee (UGAC) of the Department of English for review *by the eighth week of the semester preceding the internship.*
- 4) Upon approval of the Internship Proposal, the student receives permission to enroll in ENGL 495.

Assessment of Student Learning Outcomes

A student's grade for ENGL 495 will be based on the assignments specified by the Internship Proposal. Students enrolled in ENGL 495 will assemble a portfolio of materials related to their work for the course, demonstrating their achievement of the student learning outcomes identified in the proposal. This portfolio should include:

- Relevant products (for example, bibliographies, article summaries, brochures, handbooks, and grant applications, and so forth.)
- A Final Internship Report (described below) which may draw from items produced for the portfolio

The student and the supervisory professor will complete evaluations of the internship for the purpose of program assessment.

Responsibilities of the Participants

The student will:

- 1) Write an Internship Proposal in consultation with the supervisory professor and submit it to the Undergraduate Advisory Committee (UGAC) of the Department of English for review *by the eighth week of the semester preceding the internship.*
- 2) Observe the guidelines established by the Internship.
- 3) Compile a portfolio in accordance with the terms of the Internship Proposal:
 - The portfolio must include a Final Internship Report (described below) which may draw from items produced for the portfolio.
 - The portfolio may include some combination of the following: a log, a compilation of documents produced during the internship, a reflection/analysis of the internship experience, an evaluation of the internship setting, an evaluation by the supervisor.
- 4) Submit the portfolio to the supervisory professor in a timely manner, as stated in the Internship Proposal. It is understood that no grade (other than incomplete) will be assigned until the portfolio is received by the supervisory professor.

The supervisory professor will:

- 1) Oversee the drafting of the Internship Proposal.
- 2) With the student, establish the length, total hours, and starting and ending dates of the internship.

- 3) Agree upon and assign academic credit based on hours worked and student performance during the course of the placement (48 hours of work is required for each credit hour).
- 4) Provide general guidelines to be used by the student in preparing her or his portfolio.
- 5) Assign a grade and provide a written assessment to be included in the portfolio at the close of the internship.

List of signatories:

- 1) Student
- 2) Supervisory Professor
- 3) Director of Undergraduate Studies, Department of English, Kansas State University

GUIDELINES FOR FINAL INTERNSHIP REPORTS

The final report on your internship should be written primarily for your supervisory professor and the Undergraduate Advisory Committee of the Department of English. As a record of your work, it could also form part of an application for employment or graduate school. It should describe and analyze your experience of the internship and reflect on what you learned.

Your grade will be determined by the supervisory professor. You are encouraged to discuss your final report and portfolio with your supervisory professor.

Format of the Report:

- Typed, single-spaced, and approximately 1-2 pages in length.
- Include and reference the internship portfolio (if specified in the Proposal).

Content of the Report:

You do not have to address every point, but your Report should describe, analyze, and reflect on your internship experience.

1) Description:

- Describe your activities. If reasonable, you might briefly present a typical schedule or events for a week.
- Describe the supervision you received.

2) Analysis:

- What did you learn? Address the student learning outcomes for the internship.
- Are there other experiences you would have liked to have gotten from this internship?
- Is this experience relevant to the next step in your own career development (for example, job search or graduate school)?

3) Reflection:

- If you had it to do over, what would you change?
- Make suggestions to future students: what they might do to benefit as much as possible from this sort of internship?
- Assess the relevance of your preparation for the internship (such as coursework, previous volunteer experience, and so forth). Do you have any suggestions as to how we might improve the internship experience?

Recommended Schedule:

- Draft the report midway through the internship in consultation with your supervisory professor.
- Report should be completed by the deadline specified in the Internship Proposal.
- Mail or deliver the final Report to the supervisory professor, The Department of English, 108 English/CS Building, KSU (66506)