

## **ENGL 495 English Internship I & ENGL 797 English Internship II (External)**

English majors in the Bachelor of Arts Program and graduate students in English in the Master of Arts program at Kansas State University can pursue credit-bearing internships. Credits can be earned through *ENGL 495 English Internship I* for undergraduate students and through *ENGL 797 Internship II* for graduate students.

For both ENGL 495 and ENGL 797, two types of internships may be pursued: internal internship, which is conducted within the English Department through the supervision of a faculty member; external internship, which is conducted outside the English Department with the joint supervision of an English faculty member and a worksite supervisor. This document explains the procedure and policies regarding external internship.

### **Student Learning Outcomes**

Credit-bearing internships must meet the Student Learning Outcomes outlined for English Majors in the Bachelor of Arts Program and graduate students in English in the Master of Arts Program at Kansas State University. Two Student Learning Outcomes, in particular, can be connected to internships:

- Write well, with an understanding of audience and purpose
- Demonstrate integrative and independent thinking, originality, imagination, experimentation, problem solving, or risk taking in thought, expression, or intellectual engagement

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. research skills, including the ability to locate, retrieve, and evaluate sources
  - c. familiarity with the generic conventions of the discipline being pursued
  - 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**

#### *ENGL 495*

Undergraduate students who wish to enroll in ENGL 495 and pursue an external internship must meet all of the following requirements:

- 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

#### *ENGL 797*

Graduate students who wish to enroll in ENGL 797 and pursue an internal internship II must

meet all of the following requirements:

- Earned a cumulative G.P.A. of 3.0 or higher
- Received credit for ENGL 510 or ENGL 665 or ENGL 759 or ENGL 765

### **Procedures**

- 1) Student consults with the Internship Coordinator to identify and apply for external internship
- 2) The Internship Coordinator and the Director of Undergraduate Studies (ENGL 495) or Director of Graduate Studies work with the student to identify a English department supervisory professor
- 3) Student composes the Internship Proposal in consultation with the supervisory professor and the Internship Coordinator, and (when appropriate) the workplace supervisor.
  - The Proposal describes the internship (research or professional), expectations, hours, deadlines, products, and assessment (in the case of ENGL 797, the proposal also includes a reading list).
  - The proposal should explain how the proposed internship will fulfill the Student Learning Outcomes of the Bachelor or the Master of Arts program in English and how it will advance the student's professional goals.
  - The proposal needs to include places of signatures from the student, the supervisory professor, the workplace supervisor, and the Director of Undergraduate Studies (ENGL 495) or the Director of Graduate Studies (ENGL 797)
- 4) Student submits the Internship Proposal, signed by the student, the supervisory professor, and the workplace supervisor, to the Undergraduate Advisory Committee (ENGL 495) or the Graduate Advisory Committee (ENGL 797) of the Department of English for review by *the eighth week of the semester preceding the internship*.
- 5) Upon approval of the Internship Proposal, the student receives permission to enroll in ENGL 495 or ENGL 797.

### **Assessment**

A student's grade for ENGL 495 and ENGL 797 will be based on the assignments specified by the Internship Proposal. Students enrolled in either 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, a compilation of documents produced during the internship, an evaluation of the internship setting, an evaluation by the supervisor, and so forth )
- A Final Internship Report (described on p. 4) which may draw from items produced for the portfolio

The student, the supervisory professor, and, where appropriate, the workplace supervisor, will complete evaluations of the internship for the purpose of program assessment.

### **Responsibilities**

*The student will*

- 1) Identify and apply for the internship, with the help of the Internship Coordinator.
- 2) Secure a supervisory professor in the English Department.
- 3) Write an Internship Proposal in consultation with the supervisory professor, the Internship Coordinator, and (when appropriate) the workplace supervisor and submit it to the

Undergraduate Advisory Committee (ENGL 495) or the Graduate Advisory Committee (ENGL 797) for review by *the eighth week of the semester preceding the internship*.

- 4) Follow the guidelines and regulations for interns/employees' behavior set forth by the workplace supervisor and demonstrate responsiveness to supervision, showing awareness that s/he is representing the English Department and K-State.
- 5) Compile a portfolio in accordance with the terms of the Internship Proposal:
- 6) 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) Work with the Internship Coordinator to oversee the drafting of the Internship Proposal.
- 2) Work with the Internship Coordinator to oversee the drafting of the Internship Proposal; work with the student and workplace supervisor to establish the length, total hours, and starting and ending dates of the internship.
- 3) In the case of ENGL 797, work with the student to draw up a reading list to be included in the Internship Proposal.
- 4) 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).
- 5) Provide general guidelines to be used by the student in preparing her or his portfolio.
- 6) Assign a grade based on the recommendation of the workplace supervisor and on the quality of the portfolio at the close of the internship.

*The workplace supervisor will*

- 1) Orient the student to the workplace.
- 2) Provide appropriate informal or formal educational activities based on the Internship Proposal.
- 3) Provide assistance in establishing and achieving internship goals.
- 4) Compose a written description of the student's activities and an assessment of the student's performance, including a recommendation for a letter grade.

## **Guidelines for Final Internship Reports**

The final report on your internship should be written primarily for your supervisory professor and the Undergraduate Advisory Committee (ENGL 495) or the Graduate Advisory Committee (ENGL 797) 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 in consultation with your workplace supervisor. You are encouraged to discuss your Portfolio with your workplace supervisor before the close of your internship and to discuss your final report with your supervisory professor.

### **Format**

- Typed, single-spaced, and approximately 1-2 page in length for ENGL 495 and 2-3 pages in length for ENGL 797
- Include and reference the internship portfolio (if specified in the Proposal)

### **Content**

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 workplace as an internship setting. Did your experience there meet your expectations?
- Describe the supervision you received.

#### 2) Analysis:

- What did you learn? You should address the Student Learning Outcomes for the internship. For students in ENGL 797, also situate your experience within the knowledge of theory and/or practice gained from your reading list.
- Are there other experiences you would have liked to have gained 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 might they do to benefit as much as possible from an internship at this workplace?
- Assess the relevance of your preparation for the internship (such as coursework, previous volunteer experience, reading list, 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)

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