

ENGL 495 English Internship & ENGL 797 Professional Writing Internship (Internal)

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. Undergraduate students can earn credits in *ENGL 495 English Internship* and advanced undergraduate and graduate students can earn credits in *ENGL 797 Professional Writing Internship*.

For both ENGL 495 and ENGL 797, two types of internships may be pursued: the internal internship, conducted within the English Department through the supervision of a faculty member; the external internship, 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 the internal internship.

Student Learning Outcomes

Credit-bearing internships must address 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 internal English 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

Advanced undergraduate and graduate students who wish to enroll in ENGL 797 and pursue an

internal internship in professional writing 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) Faculty member who wishes to supervise an internal internship discusses the plan with the Internship Coordinator and the Director of Undergraduate Studies (ENGL 495 or ENGL 797) or Director of Graduate Studies (ENGL 797).
- 2) Student receives the consent of the faculty member to supervise the internal internship.
- 3) Student composes an Internship Proposal in consultation with the faculty member and the Internship Coordinator.
 - The Proposal describes the internship (research or professional), expectations, hours, deadlines, products, and assessment (where appropriate, 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, and the Director of Undergraduate Studies (ENGL 495 or ENGL 797) or the Director of Graduate Studies (ENGL 797).
- 4) Students submit the Internship proposal, signed by the student and the supervisory faculty member, to the Undergraduate Advisory Committee (for undergraduate students) or Graduate Advisory Committee (for graduate students) 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 or ENGL 797 will be based on the assignments specified by the Internship Proposal. Students enrolled in either class 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, websites, grant applications, and so forth)
- A Final Internship Report (described on p.4) 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

The student will

- 1) Consult with the supervisory professor and the Internship Coordinator
- 2) Write an Internship Proposal in consultation with the supervisory professor and the Internship Coordinator and submit it to the Undergraduate Advisory Committee (for undergraduate students) or Graduate Advisory Committee (for graduate students) of the

Department of English for review by *the eighth week of the semester preceding the internship*

- 3) Observe the guidelines established by the Internship Proposal
- 4) Compile a portfolio in accordance with the terms of the Internship Proposal
- 5) 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) Consult with the Internship Coordinator about the internship
- 2) Work with the student to establish the length, total hours, and starting and ending dates of the Internship
- 3) If appropriate, 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 and provide a written assessment to be included in the portfolio at the close of the internship

Guidelines for Final Internship Reports

The final report on your internship should be written primarily for your supervisory professor and the Undergraduate Advisory Committee (for undergraduate students) or the Graduate Advisory Committee (for graduate students) 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

- Typed, single-spaced, and approximately 1-2 pages 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 supervision you received.

2) Analysis:

- What did you learn? You should address the Student Learning Outcomes for the internship. If applicable, 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 the 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 this sort of internship?
- 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)