

CREDIT-BEARING INTERNSHIPS FOR ENGLISH MAJORS AND MINORS  
REQUIREMENTS CHECK LIST

Semester/Year \_\_\_\_\_

Student Name \_\_\_\_\_

Faculty Director/Departmental Internship Coordinator \_\_\_\_\_

Internship Site \_\_\_\_\_

**For non-CPS internships**, students ordinarily must fulfill the following requirements to receive 3 credits in their English major or minor. The student must submit all assignments to the internship coordinator in the English department (Prof. Molly Travis for 2010-'11) or the faculty director no later than the first day of exams in the semester of the internship. Materials for summer internships must be turned in no later than the second week of the fall semester. These requirements may be modified with the written agreement of the faculty supervisor or the departmental internship coordinator.

1. \_\_\_\_\_ Timesheet of at least 60 work hours signed by the on-site supervisor
2. \_\_\_\_\_ Weekly reflection journal, which should include both a summary of the work each week and the intern's reflection on his/her performance and the learning experience (at least one page per entry)
3. \_\_\_\_\_ Analysis of the organization/internship site, describing its mission, structure, and culture and explaining how the intern fits in and contributes. Analysis should address the strengths and weaknesses of the organization (3-4 pages)
4. \_\_\_\_\_ In-depth discussion of a problem, question, or challenge related to the internship or the organization. This must be an evidence-based paper (8-10 pages) that draws on research as well as observations and conversations at the internship site. The faculty director must approve the paper topic.
5. \_\_\_\_\_ For local internships, once the student has completed 30 hours of internship work, he/she should schedule a meeting with the faculty director and be prepared to talk about the paper topic. Summer internship meetings occur via email or phone.
6. \_\_\_\_\_ If applicable, a portfolio of the internship work
7. \_\_\_\_\_ At the completion of the internship, a confidential letter/email message from the site supervisor to the faculty director that evaluates intern's performance