



Internship Guidelines

Department of English and Linguistics

Truman State University

Internships in English and Linguistics

As a student, an internship offers you the chance to apply skills and theories learned in the classroom to a career situation; internships very often also give students new skills and a new perspective on the connections between the work world and the classroom.

An internship most often takes place off-campus under the supervision of a workplace supervisor, but occasionally a student will arrange an internship on campus (for example, with the University Press). For a student to receive approval for an English or Linguistics internship there must be a strong correlation between the skills/attitudes/objectives of the major and the skills needed to complete projects at the internship site. For the most part, internships appropriate for credit will strongly utilize the intern's writing, editing, analysis, and/or research skills.

An internship is a serious commitment—remember that not only will the internship provide you with invaluable work experience, at the same time you are a representative of the University and of the English and Linguistics Department. Therefore, you need to have solid entry-level skills at the outset and you need to be prepared to accept responsibility and to face challenges, failures and criticism.

Internship Guidelines

- Locate an appropriate workplace through which to earn internship credit and come to an agreement regarding your work hours and responsibilities, pending university approval. Although some internship opportunities are posted in the Career Center, it is your responsibility to find an appropriate internship opportunity. Talk to fellow students, adults in your life, and ask if your adviser is aware of any opportunities. The department website also lists some of the internships previously held by English and Linguistics students.
- Submit the following materials to your academic internship supervisor, a member of the English or Linguistics faculty who has agreed to serve as your academic supervisor for the duration of the internship. **These materials should be submitted no later than the first week of the semester during which you hope to complete the internship, preferably the semester before:**
 - a. English and Linguistics Internship Application form
 - b. Résumé of work experience and education.
 - c. Workplace Supervisor Agreement.
 - d. Internship Tracking Form.

- Before submitting your English and Linguistics Internship Application to your academic internship supervisor, discuss your plan for the internship. You should agree on when/how often you will meet together, whether/how often you will submit updates (these often take the form of an e-mailed reflective journal), and what form your final project will take.
- Arrange for the workplace supervisor to complete the Workplace Supervisor Agreement and have him/her submit it to your academic internship supervisor.
- If your academic internship supervisor approves your complete application, s/he will forward it to the Department Chair for review.
- If the Department Chair approves your application, the department secretary will email instructions for registering for the appropriate hours for ENG 451/452 or LING 451/452.
- Students must have a cumulative grade point average and major GPA of 2.75 or higher when applying for internship credit in the Department of English and Linguistics. If you do not have that GPA, you can talk to the Department Chair about appealing this requirement. That appeal will include a letter of support from the English or Linguistics faculty member who has agreed to serve as your academic internship supervisor, in addition to the regular application materials.
- Internship credit is given simultaneously in ENG 451/452 or LING 451/452; ENG 451 and LING 451 are enrolled as pass/fail; ENG 452 and LING 452 are taken for a letter grade.
- Student may enroll in ENG 451/452 and LING 451/452 no more than twice for up to a combined total of eleven hours of credit during their university career.
- Once working at the internship, students are required to complete work as agreed upon with the academic supervisor. Students will need to submit to the academic internship supervisor whatever work they have agreed on before the agreed upon deadline (typically no later than the last week of class).
- To earn internship credit students must receive a satisfactory evaluation from their workplace supervisor. Your academic internship supervisor will be in contact with your workplace supervisor at least once midway through the internship to touch base, usually via e-mail. Final evaluation forms are included in the internship application materials. A completed, signed and dated Supervisor Evaluation Form must be submitted **by the workplace supervisor directly** to the academic supervisor before the conclusion of the internship.



Application for Internship

Name: _____ Banner ID#: _____

Local address: _____ City/State: _____

Permanent address: _____ City/State: _____

Truman E-mail: _____ Year in School: _____

Major: _____ Area of emphasis or minor: _____

Cumulative GPA: _____ Adviser: _____

Semester of internship: _____

Internship Credit Hours: ENG 451 (p/f) _____ credit hours ENG 452 (grade) _____ credit hours

Beginning and Ending Dates of Internship: _____

Name of Internship Organization: _____

Mailing Address of workplace: _____

Describe the duties of the internship for which you have applied:

Describe the learning objectives you hope to accomplish through this internship:

Describe how you plan to meet these objectives:

Application Approval Signatures:

Academic Internship Supervisor: _____ (Date)

Department Chair: _____ (Date)



Confidential Evaluation of Intern's Performance by On-site Supervisor
(This form should be returned to the Intern's University Supervisor and copied to the Dean)

Intern Name: _____ Organization Name: _____

Supervisor's Name _____ Supervisor's Email _____

Number of hours *per week* worked by intern: _____

Period of Internship: ____/____/____ through ____/____/____

Listed Below are a number of characteristics regarding an intern's performance. Beside each characteristic is a scale running from 1-10 (1 as lowest score and 10 as highest) for rating the performance of your intern.

Effort 1 2 3 4 5 6 7 8 9 10
Intern demonstrated initiative, perseverance, and interest in assigned tasks.

Communication 1 2 3 4 5 6 7 8 9 10
Intern communicated their thoughts and plans well to others.

Dependability 1 2 3 4 5 6 7 8 9 10
Intern demonstrated they would complete assignments on time and accurately.

Relationships 1 2 3 4 5 6 7 8 9 10
Intern worked well with others collaboratively and cooperatively.

Attitude 1 2 3 4 5 6 7 8 9 10
Intern was interested and had a positive attitude towards getting work completed.

Problem Solving 1 2 3 4 5 6 7 8 9 10
Intern tackled challenges, had solutions, and handled problems with little help.

Total Performance 1 2 3 4 5 6 7 8 9 10
Intern's overall performance was effective and contributed to the organization.

Comments _____

Supervisor's Signature _____ Date ____/____/____



Workplace Supervisor Agreement for English and Linguistic Internships

I understand _____ will report directly to me
during an internship with _____.
(Name of workplace)

The internship will begin on _____ and end on _____. During this
time, he/she will work under my supervision for _____ hours per week.

The weekly tasks will include:

Other responsibilities include:

Supervisor Approval Signature

Date

Contact Information

Address _____
City _____ State _____
Phone Number _____
Email _____

Return to:

English/Linguistics Department Chair
Department of English and Linguistics
310 McClain
Truman State University
Kirksville, MO 63501

INTERNSHIP TRACKING FORM

PLEASE COMPLETE THIS FORM AS PART OF THE INTERNSHIP APPLICATION

(This form will be returned to the Career Center upon completion of the internship approval process)

One of the ways the Career Center strives to improve our services as well as develop and build employer recruiting relationships is to identify sites where Truman students have had a positive learning experience. This knowledge helps our office, faculty, other Truman students, and employers by maintaining an open line of communication and developing future sites. Thanks for taking the time to help your fellow students and making sure employers know the high quality of Truman students.

Sincerely,
Polly Matteson
Assistant Director, Career Center
pollym@truman.edu 785-4353

Name: _____

Major(s): _____

Minor(s): _____

Class Level: (Sophomore/Junior/Senior) and expected date of graduation: _____

Internship site: _____

Address—including City & State (location of internship): _____

Internship (On-site) supervisor's name, phone, and email: _____

Was the internship completed for academic credit? Yes _____ No _____

Faculty supervisor and e-mail (if applicable): _____

Would you be willing to be contacted by the Career Center after you have completed your internship experience?

Yes _____ No _____

If yes, please provide the following contact information:

Phone (during time of internship): _____

Phone (semester following internship): _____

E-mail address you check regularly: _____

Complete local address (semester following internship): _____
