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

- Students must first have a cumulative grade point average and major GPA of 2.75 or higher. If you do not have that GPA, you can talk to the chair of the English and Linguistics department 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.

- 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 University Career Center, it is your responsibility to find an appropriate internship opportunity. Talk to fellow students, parents and other adults in your life, and see if your adviser is aware of any opportunities. The department website also has a list of places where English and Linguistics students have previously interned.

- Arrange for the workplace supervisor to complete the workplace supervisor agreement and have him/her submit it to your academic internship supervisor.
• 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. Workplace Supervisor Agreement  
  c. Résumé of work experience and education.

• When submitting your English and Linguistics Internship Application to your academic internship supervisor, arrange to discuss your plan for the internship. At this meeting, 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.

• If your academic internship supervisor approves your application, s/he will forward it to the Department Chair for review. The academic internship supervisor will inform you of the status of your application in a timely fashion. Truman generally requires an interview in the Provost’s Office before an internship is approved. This involves discussing the expected work duties and grading criteria for the internship.

• If the application is approved, you may then enroll for credit by arranging for a department secretary to set up access for you to register for the appropriate hours for ENG 451 and 452.

• Internship credit is given simultaneously in ENG 451 and ENG 452; ENG 451 is enrolled as pass/fail, and ENG 452 is taken for a letter grade.

• Student may enroll in ENG 451 and ENG 452 no more than twice for up to a combined total of eleven hours of credit during their University career.

• Once 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)

• Receive a satisfactory evaluation from the 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 at 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.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Communication</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Dependability</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Relationships</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Attitude</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Total Performance</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>

Intern demonstrated initiative, perseverance, and interest in assigned tasks.
Intern communicated their thoughts and plans well to others.
Intern demonstrated they would complete assignments on time and accurately.
Intern worked well with others collaboratively and cooperatively.
Intern was interested and had a positive attitude towards getting work completed.
Intern tackled challenges, had solutions, and handled problems with little help.
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