All English majors are required to complete a 4-hour internship as a graduation requirement. (NOTE: Secondary Education minors have the option of substituting another 300 or 400 level course for the Internship; we encourage them, however, to do an internship if at all possible.)

The internship requirement is designed to foster campus or off-campus participation in non-classroom experiences, so that English majors have a chance to practice the skills they learn in their academic courses, specifically writing and oral communication.

Although each student’s internship is often very different from all the others, the department requires the following elements for all internships:

1. The internship must be a MINIMUM of 160 HOURS. During the summer, students have the option of interning for an intensive month-long experience, or stretching out the internship over the two or three summer months. Most choose the latter option.

2. Students keep some kind of JOURNAL, detailing the activities and duties of the internships. These journals can be daily or weekly, depending on the nature of the experience. Students are expected to turn in the journal at the end of the internship, although some students decide to turn in their journals throughout the summer.

3. At the end of the internship, each student writes a 3-5 page ESSAY that describes the internship, including a statement of how the internship affected the skills learned in the major, and, conversely, how the internship taught additional skills. The essay concludes with an overall evaluation of the internship experience.

4. Each on-site supervisor fills out an EVALUATION form, provided by the Career Center, that rates the intern’s performance on a variety of tasks. A copy of this evaluation is sent to the on-campus supervising instructor.

Interns are instructed to turn in all these documents at the end of the internship. The faculty supervisor then reads all the materials and gives the student a grade for the experience. If the internship is completed before the end of the summer session, the grade is reported. If the internship is not yet completed, the student receives an Incomplete until the final paperwork is submitted. As with all other English major course requirements, students must achieve a MINIMUM GRADE OF C-. 