

# *COLLEGE OF CHARLESTON DEPARTMENT OF ENGLISH INTERNSHIP GUIDELINES*

October 2006

## **Introduction**

The Goal . . . to initiate internship opportunities that provide students with a coherent and cohesive program of integrated learning experiences that support their academic, social, and personal development. An internship is a carefully monitored (in this case by both a representative from the College of Charleston and by an individual within the place of internship) work or service experience in which a student has specific learning goals and can reflect upon those opportunities. Additionally, an internship often has specific requirements (i.e. minimum number of work hours for credit earned) that are laid out by the department faculty member or chairperson. In such a case, the student, the faculty advisor, and the internship host together write a contract detailing the specific requirements for the experience. After the contract is completed, the academic department must approve the structure of the activities, and handle the final assessment, and grant graded credit.

## **Gaining Practical Experience**

A sponsored internship through the Department of English at the College of Charleston provides you with valuable experience within a working environment, increases your chance of employment, and allows you to achieve academic credit while participating in a learning opportunity that matches school and work interests. You may find that this professional experience starts you on a career path you'll pursue after graduation. The internship experience is a useful way to determine if you are interested in that career; discovering whether you enjoy the work or find it unappealing is a great way to make more informed future career decisions. During the internship, you will be working regularly scheduled hours and completing tasks that you, your faculty advisor, and your internship site host have pre-determined as part of the Learning Contract phase.

You will be evaluated during the semester as well as at the end by your site supervisor and faculty advisor. You will have an opportunity to reflect upon the experience and also will be asked to evaluate your internship site. Typically, you will complete the internship within the traditional framework of a 14 week semester. But national and international internships are also available, and these might require an unusual timeframe.

## Department of English Internship Program Requirements

To enroll in the Department of English Internship for Credit Program, students must

- have earned 30 credits at the College of Charleston;
- have earned 18 hours of English courses
- have declared a major or minor in English;
- be in academic and personal good standing with the College of Charleston;<sup>1</sup> and
- have completed and submitted to your advisor the internship application by **December 1<sup>st</sup>** for spring semester and **April 20<sup>th</sup>** for summer and fall semesters (an application consists of two letters of recommendation from English professors; the “Individualized Student Learning Contract” [reproduced below]; and an Individual Enrollment Form [available at the English department office]).

The following formula is used by the Department of English to determine the number of credits students may receive for the internship experience based on the amount of work hours completed during the semester:

1 credit = 40 hours

2 credits = 80 hours

3 credits = 120 hours

## Department of English Internship Program Grading Requirements

The following materials must be submitted to your English faculty advisor for evaluation and grading of the internship experience. Remember that you are getting English credit for this internship. You should hold yourself to a high standard of quality writing.

- *Weekly Journal* – A detailed, written account of your weekly activities is required during the internship. Record your questions, thoughts, and perceptions while you intern. Consider the journal as notes for the required writing assigned as part of your final course grade for the experience.
- *Final Paper* – You are required to submit a 4 – 6 page, double-spaced paper in which you reflect upon the internship’s effects on you and your academic and personal development. Answer questions that ask you to think about how this experience has changed your impression of the career in which you interned.
- *Portfolio* – This is an orderly collection of materials you have produced during the internship, such as news clippings, articles, photographs, letters, journal entries, cassettes, etc. It should include your final paper as well. This should be kept in a file folder that you will then turn in for final grading.
- *Site Supervisor’s Evaluation of Intern* – Your site supervisor will evaluate your performance through the completion of the evaluation form within this packet. You should familiarize yourself with the information embedded within the form.

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<sup>1</sup> The current academic good standing for the College of Charleston is a minimum overall GPA of 2.0. The internship candidate must also not have any aggravating circumstances with regards to their personal good standing within the College of Charleston. If issues are prevalent (i.e. Honor Code Violations), the chair of the English department may reject your request to participate in college-sponsored internship experiences.

- *Student Intern Evaluation of Site and Employer*—Complete this form found in this document and submit it within your portfolio. This form will help you prepare to write your Final Paper.
- *Student Self-Analysis of Internship Experience* – Complete this form found in this document and ensure it is included within your portfolio. You will not receive a grade until you submit this analysis.

### **Step by Step Guide for the Student to Get Involved in an Internship**

1. Print off this entire document from the Department of English website. Complete the Student Biography Information sheet.
2. Choose a faculty member within the department who is willing to serve as the Faculty Advisor for your internship. Meet with this individual, bringing the completed Student Biography Information sheet and two letters of recommendation from English professors with you, and talk about the three areas in which you would possibly like to intern.
3. Schedule an appointment with the Internship Coordinator for the School of Humanities and Social Sciences (Dr. Bruce Fleming – [flemingw@cofc.edu](mailto:flemingw@cofc.edu); 953-6310) who will help you find an appropriate position.
4. Contact the site and discuss possibilities with a potential site supervisor.
5. In consultation with your site supervisor and your faculty advisor, complete the Individualized Student Learning Contract.
6. Submit your application (which consists of your two letters of recommendation from English professors), your Individualized Student Learning Contract, and your Application for Individual Enrollment form); if the department chair approves your application, you will automatically be registered for the internship.
7. Complete the internship successfully, ensuring that you are writing your weekly journal and preparing your portfolio as you are working. Enjoy the experience. (Mid-semester check-ins will occur – your site sponsor will be contacted either by the HSS internship coordinator or by your faculty advisor.)
8. Be sure that your site supervisor completes the Employer Evaluation of Student Intern.
9. Complete your final paper about the experience as well as the Student Intern Evaluation of Site and Employer, and hand in all materials including your weekly journal responses in a portfolio to your Faculty Advisor.
10. Meet with your Faculty Advisor to discuss the experience. (Your faculty advisor will evaluate your work. A traditional A – F grade is submitted for English 495.)

### Student Biography Information

Name _____	Year @ CofC: Fr ___ So ___ Jr ___ Sr ___
Address _____	
Street	City
State	Zip
Phone _____	Email _____
Secondary Contact _____	Relation _____ Phone _____

Major (if applicable) _____	Minor _____
Faculty Advisor _____	Email _____

Desired Internship Opportunities and/or Concentrated Areas of Learning:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Semester:** Fall 200\_\_    Spring 200\_\_    Summer 200\_\_ (please block out schedule below)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8AM						
9AM						
10AM						
11AM						
12PM						
1PM						
2PM						
3PM						
4PM						
5PM						
6PM						

#### For Office Use Only

Internship Location _____	Phone _____
Address _____	
Street	City
State	Zip
Supervisor _____	Email _____
Work Schedule _____	Dates _____

**Individualized Student Learning Contract**

**Student Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Host Organization** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Supervisor** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Work Schedule** \_\_\_\_\_ **Dates** \_\_\_\_\_ **to** \_\_\_\_\_  
**Total # Hours** \_\_\_\_\_ (hours) X \_\_\_\_\_ (weeks) = \_\_\_\_\_ (total hours) **Compensation \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Job Description:** Describe in as much detail as possible your role and responsibilities as an intern (duties, projects, deadlines, etc.)

Learning Objective: To learn \_\_\_\_\_

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will comprehend this knowledge.

- 1.
- 2.

Learning Objective: To learn \_\_\_\_\_

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will comprehend this knowledge.

- 1.
- 2.

**Supervision:** Describe in detail the supervision to be provided, including frequency of meetings, method of instruction, etc.

**Agreement:** This contract may be amended or terminated by the student, Site Supervisor, or Internship Coordinator at any time with written notice that is received and agreed to by the other two parties.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appropriate Behavior During Your Internship**

*As a College of Charleston student your actions reflect upon the entire academic community – administration, faculty, staff, and students. It is important to realize that you are an ambassador for this institution and your actions during the internship will influence whether future College of Charleston interns are welcomed at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.*

- ❑ *Dress for success.* During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site. If proper dress is difficult to determine or there seems to be a wide array of options, do not hesitate to ask your site supervisor. When in doubt, dress better than you suppose is necessary. You do not want to be sent home the first day of your internship!
- ❑ *Show up early.* If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking; slow traffic; a sudden heavy downpour. To be on time is to be late.
- ❑ *Be prepared to work.* Take the time to learn about the community you are about to become a member of. Ensuring you have a basic knowledge about the rules of the internship location, the “Do’s” and “Don’ts,” and general guidelines of your role will enhance your experience.
- ❑ *Ask questions if you want answers.* The work place may be intimidating before you become comfortable within your surroundings. The work and how to complete your duties might not be explained as well as you would wish. Duties that you find new and challenging might seem trivial and obvious to your mentor. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.
- ❑ *Ask your supervisor for regular feedback.* Though no one likes criticism, received in a gracious spirit it can assist your professional development and help you meet the internship’s learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision making process. However, don’t demand excessive feedback. Your supervisor has his or her own personal work to accomplish and will be willing to give assess your performance once a week perhaps, but not every day.
- ❑ *Be realistic.* Work involves monotonous projects like photocopying, filing, and answering telephones. Though this should not be the crux of your experience, you should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it will later on down the road.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employer Evaluation of Student Intern**  
**School of Languages, Cultures, and World Affairs ✶ School of Humanities and Social Sciences**

**Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to Career Services at the conclusion of the internship. Thank you for serving as an intern supervisor!**

**Student Name** \_\_\_\_\_ **Internship Title** \_\_\_\_\_  
**Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Host Organization** \_\_\_\_\_ **Dates** \_\_\_\_\_

I. Using the scale below, rate the student’s performance on the items listed by writing a number in each blank. For any items with a rating of “1” or “2” please provide an explanation in the space provided. Comments on the other items would be helpful for the student as well. Use “N/A” if there has been no opportunity for you to observe the skill or if it is not relevant to the work setting.

<i><b>Below Expectation</b></i>		<i><b>Satisfactory</b></i>		<i><b>Beyond Expectation</b></i>
<i><b>1</b></i>	<i><b>2</b></i>	<i><b>3</b></i>	<i><b>4</b></i>	<i><b>5</b></i>

	<b>Rating</b>	<b>Comments</b>
<b>A. RELATIONS WITH OTHERS</b>		
Ability to communicate with staff	_____	_____
Ability to communicate with clients	_____	_____
Ability to work for and with others	_____	_____
<b>B. SUPERVISION</b>		
Ability to seek and use help	_____	_____
Openness to constructive criticism	_____	_____
Ability to work independently	_____	_____
<b>C. PERSONAL QUALITIES</b>		
Initiative	_____	_____
Creativity	_____	_____
Dependability	_____	_____
Punctuality	_____	_____
Personal appearance	_____	_____
Ability and willingness to learn	_____	_____
Adaptability	_____	_____
Adherence to organization policies	_____	_____
Trust and confidentiality	_____	_____
<b>D. SKILLS</b>		
Verbal communication	_____	_____
Written communication	_____	_____
Problem analysis	_____	_____
Problem solving	_____	_____
Organizing and completing assignments	_____	_____
Making and meeting deadlines	_____	_____

- II. Please provide a brief assessment of the student's overall progress since the beginning of the internship. Include comments about the student's progress toward the learning objectives stated on the Learning Contract.
- III. Identify the areas of professional growth that you have noticed in the student over the course of the internship.
- IV. Discuss areas of improvement in job performance or skill building that the student should address.
- V. What suggestions do you have for the student regarding further study or skill development which would be helpful for a future job placement or career in this field?

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Site Supervisor's Signature

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Date

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Student Intern's Signature

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Date

*Please return this form to:*

***Dr. Bruce Fleming  
Internship Program Coordinator  
School of Humanities and Social Sciences  
School of Languages, World Affairs, and Cultures  
College of Charleston  
66 George Street  
Charleston, SC 29424-0001  
(P) 843-953-6310(F) 843-953-6341***

**Student Intern Evaluation of Site and Employer**  
**School of Languages, Cultures, and World Affairs ∞ School of Humanities and Social Sciences**

The purpose of this evaluation is to assist you in reflecting on your internship experiences and identifying areas of personal, professional, and academic growth. Your responses will be helpful not only to yourself but also to students considering this internship site in the future and to your supervisor at the organization. This evaluation will be shared with your former supervisor, but only **AFTER** you have exited the internship site. Please respond honestly to the questions. Your responses can in no way jeopardize your internship placement.

Student Name \_\_\_\_\_ Internship Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

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

I. List the most important tasks you were responsible for in your internship. Then rate your performance on each task using the scale provided. Comment briefly on your rating for each task.

<i>more poorly than I would have liked</i>	<i>Performed</i>	<i>Performed at</i>	
<i>1</i>	<i>Satisfactorily</i>	<i>my best</i>	
	<i>2</i>	<i>3</i>	<i>4</i> <i>5</i>

<i>Task</i>	<i>Rating</i>	<i>Comments</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

II. What do you think are the three most important abilities/skills/characteristics that you have developed as a result of this internship experience?

- 1.
- 2.
- 3.

III. What type of training did your employer provide?

IV. What type of supervision did your employer provide?

- V. What were the best features of the job?
- VI. What did you like least about the job?
- VII. What classes have you taken that were helpful to you in performing this job?
- VIII. What additional coursework and/or experience would be helpful in order to improve your success in this placement?
- IX. Has this experience confirmed or changed your educational or career plans?  
Please circle one option and explain below:            *Confirmed*                            *Changed*
- X. What is your overall evaluation of your employer and internship experience?
- XI. Would you recommend this internship to another student? Please explain.

**Place in your portfolio for your faculty advisor to view.**

**Student Self-Analysis of Internship Experience**  
**School of Languages, Cultures, and World Affairs ✎ School of Humanities and Social Sciences**

Name _____	Year @ CofC: Fr ___ So ___ Jr ___ Sr ___		
Address _____			
Street	City	State	Zip
Phone _____	Email _____		
Secondary Contact _____	Relation _____ Phone _____		

Major (if applicable) _____	Minor _____
Faculty Advisor _____	Email _____

1. Describe the learning objectives for your internship.

2. Explain how you achieved each learning objective and how each one is significant to your development as a learner.

