

COLORADO STATE UNIVERSITY DEPARTMENT OF ENGLISH GUIDELINES FOR THE PROSPECTIVE INTERN

Internship Definition (courtesy of CSU's Career Center):

An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit, or there is some other connection to a degree-granting, educational institution. This work/learning arrangement is overseen by a faculty or staff member of an educational institution and by a designated employee of an organization. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives. (Definition formulated in May 2010 by internship professionals subscribed to the Internship-Net listserv.)

At CSU, qualified English majors and minors are offered for-credit opportunities to explore possible career paths before graduation. At least 80% of the intern's duties should be directly related to his/her degree work and career objectives.

Interns will be assessed for tuition and fees just as they are for academic credits.

Procedures:

1. When a suitable internship opportunity occurs, you will need to prepare requested application materials (as provided by the prospective employer) and send them to the agency you are interested in applying to (i.e., resume, cover letter, writing sample, etc.).
2. During the interview, ask for a specific written job description. Be sure that you and your supervisor agree on the kind of work you will be doing and the number of hours you will need to commit (40 hours per credit hour). You need not make a decision at this time; however, you may if you wish.**
3. Pick up internship contract, application for registration, and liability awareness documents from the Internship Coordinator. Complete these forms with your supervisor and return them to the coordinator. Make sure you keep copies.
4. Solicit the appropriate signatures and register for E487 (undergraduates) or E687 (graduate students) after receiving the course registration number from the coordinator. If you are already registered for other courses, you may register for internship credits by the census date (usually the 3rd week of the semester) without penalty. If you are not currently paying full-time tuition, you will have to pay additional tuition for your internship hours. Undergraduates who are already registered for 18 hours will need to obtain permission to add more hours.

Note: To receive credit for a winter break (December-January) internship, you will register for the spring semester. For summer internship credits, you may register for the summer session or the following fall semester.

Also Note: Undergraduates may accumulate any number of internship credits but may count a total of only four E487A and/or E487B internship credits toward graduation. These credits will count as free electives—not as replacements for other English courses. Students taking E487C and/or E487D may be able to count up to 7 credits of internship toward graduation. Graduate students may register for any number of internship credits, but a total of only six E684 and E687 and E607 credits combined will count toward graduation. All students should consult their advisors for verification of the number of credits they may count toward graduation.

Exit Requirements & Grades:

1. Unless you are working with a CSU English Department faculty member, the internship coordinator will assign the final grade ("Satisfactory" or "Unsatisfactory"), based on the completion and quality of your work, including the log, survey, paper, consultation with your supervisor, and (in some cases) a visit to the job site to observe you at work. Otherwise, English Department faculty members will assign your grade.
2. If you have not completed the internship by the end of the semester for which you have registered for internship credits, you will be given an "Incomplete" (I). An I may be changed to an S, without penalty, within one year after it appears on the transcript. If the internship is not completed within a year, the I will change to a U. Because internship projects require timely completion, however, students may be required to complete the internship soon after the end of the semester for which the "I" has been assigned.

**** Before you sign an internship contract, be sure that you understand the following** (some of which appears on a checklist prepared by Rochelle K. Kaplan, General Counsel, College Placement Council, Inc.):

- Application, registration, and evaluation procedures
- Employer expectations, including job tasks and performance standards
- Training procedures
- Who will supervise your activities
- Starting date and end date
- Company (institution, agency) policies/procedures
- Liability & Insurance coverage, if any (including Workers' Compensation)
- How to report your income (if any) to the IRS

Note for Interns Working with Poudre School District: In accordance with Poudre School District guidelines for volunteers, if you are working with minors, you must be, at all times, within sight and hearing of your supervisor or other authorized personnel (administrator, teacher, teacher's aide). At no time should an intern provide transportation for a minor. In addition, an intern should never accompany a minor anywhere beyond school property, unless the intern is in the company of authorized school personnel for an approved school purpose (a field trip, for example). These rules also apply to students who are no longer minors.

If you are working with Poudre School District students, you **must** read and sign the online agreement so the district can do a background check. You will also be issued a name tag to wear when working in the schools. For more information, see www.pdschools.org. You will be subject to the same rules and regulations as volunteers.

If you are working with another school district or a private school, contact the school Web site and/or administrators to find out what you must do to qualify for an internship position, including how to register for a background check.