

COLORADO STATE UNIVERSITY DEPARTMENT OF ENGLISH GUIDELINES FOR INTERNSHIP SUPERVISORS

Traditionally, an internship is a formal program providing practical career experience under the direct guidance of a supervisor. The English Department of Colorado State University can provide academic credit for authorized placements in businesses, institutions, and agencies. Students applying for the program will be graduate students in an English program or undergraduate English majors or minors (juniors or seniors) who have completed all lower-division English courses. Graduate students must have a minimum grade point average of 3.0, and undergraduates must have a minimum grade point average of 2.5.

We ask that all placement supervisors observe the following guidelines:

1. Conduct an interview. Practice nondiscrimination when interviewing and selecting interns.
2. Provide a specific, written job description, including objectives and activities. At least 50% of the intern's work should be directly related to his/her degree work and career objectives, with special emphasis on written and spoken communication skills. Read, understand, and sign the internship contract.
3. If the internship is remunerated, reach an understanding regarding the exact amount of remuneration (including money, room and board, and discounts). Determine the student's income tax classification.
4. Discuss liability coverage and Workers' Compensation insurance. (Coverage will vary, depending on whether the intern is remunerated and whether the intern is working with Colorado State University or a cooperating [non-CSU] agency.) Sign the documents provided.
5. Familiarize the intern with the organization's policies and procedures.
6. Maintain proper safety and health standards.
7. Investigate any complaints of discrimination and/or harassment by supervisors or co-workers.
8. Provide approximately (and no less than) 40 hours of work for each hour of academic credit.
9. Provide adequate training and supervision for projects and tasks that challenge the student's critical thinking and problem solving abilities. Review the intern's work to be sure it is satisfactory. The supervisor is ultimately responsible for the accuracy of any written documents assigned to the intern (budgets, letters, brochures, etc.).
10. In accordance with Poudre School District's guidelines for volunteers, if the intern is working with minors, he or she must be, at all times, within sight and hearing of the internship supervisor or other authorized personnel (administrator, teacher, or teacher's aide). At no time should an intern provide transportation for a minor. In addition, the

intern should never accompany a minor anywhere beyond school property, unless he/she 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.

All interns for PSD schools must register online as volunteers and sign an online agreement for a background check. The intern will be given a name tag to wear when working in the schools. Interns will be subject to the same rules and regulations as volunteers.

Interns working in other school districts or private schools with similar policies will be required to adhere to these policies.

11. Cooperate with the department's internship coordinator by providing information about the intern's progress. The coordinator may contact the supervisor during the internship period and may visit the intern on the job.

12. Within 10 work days after the student's completion of the internship, provide a signed letter outlining the intern's duties, work habits, skills, preparation, accomplishments, progress, ability to work with others, areas of strength, and areas of weakness. If appropriate, please include suggestions for improving the internship experience. Your letter, along with your evaluations during the internship period, will help the internship coordinator determine the student's grade (Satisfactory or Unsatisfactory). Send copies to both the internship coordinator and the intern. In cases where work is not completed at the end of a semester, a student may be assigned an incomplete.

I hereby acknowledge having read and understood the above guidelines, and I am committed to following them.

Internship Supervisor: _____

Date: _____

Please contact the English Department Internship Coordinator with questions or concerns:

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