

## **COLORADO STATE UNIVERSITY DEPARTMENT OF ENGLISH GUIDELINES FOR THE PROSPECTIVE INTERN**

### **Definition:**

Traditionally, an internship is a formal program providing practical career experience under the direct guidance of a supervisor. A for-credit internship provides an opportunity to explore a possible career path before graduation. At least 50% of the intern's duties should be directly related to his/her degree work and career objectives.

### **Minimum Qualifications:**

1. "Regular" student accepted into CSU's English Department
2. Graduate student or undergraduate junior or senior who has completed all lower-division English courses
3. GPA of 2.5 for undergraduates and 3.0 for graduate students

### **Procedures:**

1. See Deanna Ludwin, Internship Coordinator, 334 Eddy (dludwin@lamar.colostate.edu), for program information. Also, consult your email, the department newsletter, and your department mailbox. [For additional information about internships—especially out-of-town, out-of-state, summer, and extended-period internships—visit The Career Center in Ammons Hall on the Oval.]
2. Return a completed internship application form, a resume, and a writing or work sample to the Internship Coordinator's office or mail box. The Internship Coordinator will be glad to work with you on a resume, as well as a cover letter. The Career Center offers resume and other career-related workshops.
3. When a suitable internship opportunity occurs, write an appropriate one-page cover letter to accompany your resume, both of which will be sent to your prospective supervisor. Then contact the Internship Coordinator to help you set up an interview with your prospective supervisor.
4. 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.\*\*
5. Pick up placement guidelines, internship contract, 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.
6. Obtain a registration form from the coordinator. Solicit the appropriate signatures and register for E487 (undergraduates) or E687 (graduate students). If you are already registered for other courses, you may register for internship credits late in 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 count as many as four internship credits as free electives (not as replacements for English courses), but they may register for no more than 3 internship credits (E487) at one time. Graduate students may accumulate any number of internship credits, but a total of only six E684's & E687's will count toward graduation.

### **Grades:**

1. During the internship, document your hours and activities carefully.
2. After completing the internship, respond to a reactionnaire and write a descriptive/evaluative paper. (Graduate students will also respond to a brief survey.) Also, turn in a log of your documented hours and activities. 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.
3. 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 appear 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

**Please Note:** 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](http://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.