
Guide to Internships

For English/TESOL Majors and Minors



What is an internship?

An internship is an opportunity to participate in planned, supervised work that will integrate career-related experience into an undergraduate education.

An internship will help you:

- ◇ practice job search techniques and gather material for your resumé
- ◇ apply your academic knowledge in an on-the-job environment
- ◇ develop skills and use technology that may not be available on campus
- ◇ sample work in a profession and discover what employers expect from you
- ◇ gain practical work experience and confidence in your abilities
- ◇ reconsider and refine your career plans and future course work

What types of work could an internship offer?

Work assignments for interns vary widely. Your tasks will be specified when you set up your internship with an organization.

In an internship, you might:

- ◇ write software documentation, catalog descriptions, press releases, or speeches
- ◇ edit technical documents for readability and correctness
- ◇ compose advertising brochures, design newsletters, or prepare multimedia presentations
- ◇ revise outdated documents and contribute to procedure manuals
- ◇ correspond with customers and assist in training sessions

Will I be paid for my internship work?

An internship may be paid or unpaid. You should expect to be paid in most cases, especially if you work for a business. If you work for a non-profit organization, it's possible that you won't be paid. In some cases, an organization reimburses you for job-related expenses such as travel. You will agree on the salary when you set up your internship with an organization.

Qualifying for an Internship

There are prerequisites to qualify for an internship and two different English/TESOL internships that you can apply for. In addition, taking preparatory classes and preparing resumé material is highly recommended.

What prerequisites are required for an internship?

There are two internship options, ENGL/TESL 279 and ENGL/TESL 379, and they have different requirements.

Course	Prerequisites
ENGL/TESL 279 is an <u>on-campus</u> experience in which the student learns and applies basic professional skills by performing on-the-job tasks and uses classroom knowledge in practical situations.	<ul style="list-style-type: none"> ◇ Complete ENGL 200 (if English major or minor) or ENGL 211 (if TESOL major or minor) ◇ Sophomore or higher ◇ Grade point average = 2.5 or higher
ENGL/TESL 379 is a short-term, <u>off-campus</u> apprenticeship (usually lasting for one semester or summer) with a business or government organization. The student learns to perform the tasks of a regular employee, applying theoretical knowledge in communication and research to practical situations. In addition, the student learns about career opportunities open to English/TESOL majors.	<ul style="list-style-type: none"> ◇ Complete ENGL 200 (if English major or minor) or ENGL 211 (if TESOL major or minor) ◇ Must be a Junior or Senior ◇ Grade point average = 2.5 or higher ◇ Provide own transportation to internship site

For both ENGL/TESL 279 and 379 you need to:

- ◇ be approved by the English Department Internship Supervisor
- ◇ have excellent skills in written and oral communication
- ◇ be able to seek out information independently
- ◇ have a strong sense of reliability and responsibility

What other steps are recommended before taking an internship?

In addition to fulfilling the prerequisites, additional steps can help you prepare for an internship. You should complete some courses in practical communication, like:

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| <ul style="list-style-type: none"> ◇ Business Writing ◇ Technical Writing ◇ Technical and Professional Editing | } | <p>Note: A Professional Writing minor is an appropriate option.</p> |
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You should also consider taking classes in the areas of:

- ◇ Marketing
- ◇ Communications
- ◇ Advertising
- ◇ Business
- ◇ Computer Applications
- ◇ or other areas compatible with your career plans

You should attend sessions on job searches, resumés and application letters, job interviews, and etiquette offered by UWRF Career Services in 187 Rodli Hall.

To demonstrate your ability to potential employers, you should also consider assembling a portfolio of your best, most attractive writing and graphics (if possible).

Preparing for an Internship

There are many steps in preparing for an internship. You will need to talk to an Internship Supervisor, find an employer, complete an application, and register for the internship.

How do I get started?

First, you need to talk to the English/TESOL Department Internship Supervisor, Dr. Mialisa Moline. Her office is located at KFA 245 and she can be reached at mialisa.moline@uwrf.edu.

Check the class schedule for the names of faculty members listed for ENGL/TESOL 279 or 379 and set up an appointment by phone or e-mail to discuss an internship.

You will discuss your:

- ◇ academic background and career plans
- ◇ objectives for an internship
- ◇ procedures for registering
- ◇ procedures for reporting progress
- ◇ criteria for evaluating your work
- ◇ deadlines for internship requirements

After this discussion you will receive the appropriate paperwork and begin a search for an internship position.

How do I find an employer?

The university can provide you with leads:

- ◇ check for postings on the English Department's office bulletin board (KFA 241 A)
- ◇ inquire at Career Services in 187 Rodli Hall
- ◇ attend campus job fairs
- ◇ ask for leads from friends and relatives
- ◇ check newspaper ads and internet listings
- ◇ look in the Yellow Pages for potential employers

You will look for a host organization (your internship site) the same way you look for a job. You learn by doing it yourself rather than have someone else do it for you. Almost all the skills you refine and the material you develop for finding your internship position can be applied again later when you are graduating and looking for a "real" job.

Before contacting potential employers, request advice from Career Services and ask the Department Internship Supervisor to review your resumé, application letter, and portfolio. In addition, learn all you can about the host organization and the type of work you will be expected to do.

You need to find a suitable position and deal with the bureaucratic necessities before you can register for an internship.

How do I register for an internship?

Before you can register, you will need:

- ◇ approval from the English/TESOL Department Internship Supervisor
- ◇ to find a suitable employer and job
- ◇ meet with the English/TESOL Department Internship Supervisor and On-site Supervisor to agree on:
 - the goals of your internship
 - the tasks you expect to be engaged in
 - the proposed starting and ending dates for your work
 - the number of hours you expect to work
 - the schedule and methods for reporting on your progress
- ◇ complete the "Application for Internship Credit" and give copies to the Department Internship Supervisor and On-site Supervisor. **NOTE:** Make sure to acquire all four required signatures!
- ◇ complete the "Affiliated Agreement" and get all required signatures

Note: After the Department Internship Supervisor approves your application and all signatures of approval are completed, you will be given a permission number to register for ENGL/TESOL 279 or 379.

How do I figure out how many internship credits to register for?

You match the number of internship credits to the number allowed by the university, to your own need for enough credits to graduate, and to your host organization's specifications for hours you must work.

Department policy specifies that you can take 2-6 internship credits.

- ◇ No more than 3 internship credits (from English/TESOL 279 and 379 combined) can be distributed as elective credits in the English/TESOL major and Professional Writing minor
- ◇ Additional credits can be used as electives outside the major/minor

The number of credits your internship earns is calculated by the following formula, approved by the UWRF College of Arts and Sciences: 45 hours of on-the-job work for 1 credit.

For example, a 3-credit internship would mean 135 hours of work.

- ◇ You could work 9 hours a week for 15 weeks in a semester
- ◇ You could work 17 hours a week for 8 weeks in the summer

It is not unusual for interns to work more than 45 hours per credit. Your work schedule will be negotiated with the host organization.

Working as an Intern

During your internship, the host organization and you will have responsibilities to each other. In addition, you will need to keep records of your work which you will use to write a final report on your internship experience and to periodically report to the Department Internship Supervisor. She will communicate with both you and the On-site Supervisor and help facilitate the internship.

What are the host organization's responsibilities?

The organization you work for should provide you with access to meetings, records, documents, and equipment necessary to carry out your assignments as well as work space and supplies necessary for your work.

An assigned On-site Supervisor of the host organization will:

- ◇ directly supervise your work
- ◇ serve as a liaison between you and the organization
- ◇ serve as a liaison between the host organization and the Department Internship Supervisor
- ◇ evaluate your performance

What are my responsibilities to the host organization?

You will be expected to:

- ◇ perform your best work
- ◇ carry out work assignments
- ◇ meet schedules as directed
- ◇ follow the rules and policies of the host organization
- ◇ maintain confidentiality as requested

When you are uncertain of what your job entails, you must be persistent in finding the information you need to perform your work satisfactorily. You will be expected to actively pursue your work, not passively wait for someone else to urge you along.

How do I keep records of my work?

You will keep a thorough journal to record your working hours and describe your daily tasks. You will need to comment on those tasks and record:

- ◇ how well you performed
- ◇ what you learned
- ◇ how the tasks met your internship goals

This journal should be comprehensive. It will help you track your work and supply you with materials for your final report.

How is my academic Internship Supervisor involved with my work after I begin?

Initially, the English/TESOL Department Internship Supervisor will meet with you and the On-site Supervisor before you start your work. If distance is an obstacle, this may be a phone or virtual conference.

After your internship is set up and running:

- ◇ the Department Internship Supervisor will communicate with the On-site Supervisor periodically to check your status while your internship is in progress
- ◇ you will report periodically to the Department Internship Supervisor to describe your progress, raise questions, and seek help with problems. You will arrange a reporting schedule and format before your internship begins
- ◇ at the midpoint of your internship, you will meet with the Department Internship Supervisor for an evaluation of your progress
- ◇ the Department Internship Supervisor will also review your On-site Supervisor's final evaluation of your performance

What can I do if I have problems with my internship work?

You can talk to your On-site Supervisor and contact the English/TESOL Department's Internship Supervisor. UWRF Career Services may also be able to help you.

How do I complete my internship when my on-the-job work is finished?

You will do an exit interview with the Department Internship Supervisor and also write a report for them.

The exit interview is a final conference to evaluate your internship in detail. Bring your journal, samples of your work, and any other relevant material.

Be ready to discuss your:

- ◇ internship experience
- ◇ relationship with the On-site Supervisor and with other employees at the host organization
- ◇ difficulties and how you solved these problems
- ◇ recommendations for future interns to avoid these problems
- ◇ suggestions for changes in academic requirements and internship procedures that you think would improve the value of an internship experience

The final report is for the Department Internship Supervisor. Your report will indicate the range, focus, and quality of your experience and your reactions to it.

You should include the following in your report:

- ◇ the number of hours you worked at the job site and elsewhere in order to meet the requirements for completing your internship work and earning the number of credits you registered for
- ◇ your goals and the On-site Supervisor's objectives for the internship
- ◇ a list and descriptions of your tasks
- ◇ an evaluation of how well these tasks met the goals of your internship
- ◇ an evaluation of your performance of these tasks (including your successes and failures and the reasons for them)
- ◇ an evaluation of the work site for the value of the types of work and the situations it allowed you to experience
- ◇ a discussion of the relationship between your internship work and your academic preparation for it

How is my internship work graded?

Your internship work will receive S (Satisfactory) or U (Unsatisfactory). This type of work experience cannot be precisely evaluated for the usual A-F letter grades, so they are not available. Your grade will be based on an evaluation of your daily journal, periodic reports, and your final report to the On-site Supervisor and English/TESOL Department Internship Supervisor.

Notes: