

## **OVERVIEW of ENG 294 INTERNSHIPS**

**Goals and Common Features of ENG294 Internships:** While the skills and knowledge learned in the English classroom can be applied in a wide variety of industries and settings, English internships all usually feature writing, analysis, and critical thinking as main elements of their workload. All positions eligible to earn credit through ENG294 will involve most of the following tasks/experiences in one form or another: attention to detail, analytical and recursive thinking, discovery and synthesis of appropriate research and/or methods, writing for specific audiences, editing and producing communications for specific purposes and audiences.

All internships that qualify for ENG294 credit will contribute to this student learning objective:

- Students will practice ways in which to develop and communicate their ideas clearly. Their writing and formal expression will feature a style appropriate to the subject and audience, a clear focus, and a strategic overall development of purpose or argument, whether in written, oral, and/or other communication media.

Internships that qualify for ENG294 credit may also contribute to some of the following student learning objectives:

- Students will locate and evaluate appropriate research sources (both primary and secondary), incorporate these sources into their writing and projects, formulate their own arguments in conversation with these sources, and document all sources appropriately for the genre of their work.

- Students will understand the intersections of historical, formal, aesthetic, and cultural factors in the production, distribution, and reception of literary texts and other media. Students will be able to situate texts and media in their varied contexts. They will apply this knowledge by producing texts/media for specific contexts.

- Students will be able to engage in debates about and to express the aesthetic, historical, and humanistic value of diverse literary texts and other media.

### **Processes for Applying for and Enrolling in English 294 (for JMU-affiliated and English Internships/Research Assistantships):**

1. To apply for an internship or research assistantship, students must email the sponsoring faculty or staff member directly (see the English Department's current internship position listings for contact information). Students should follow any procedures outlined in the position description or by the supervisor in order to apply.

2. Students must be formally accepted by the supervisor for the position; this formal acceptance can take any written form (such as an acceptance email).

3. If credit hours are not already determined, students and supervisors will discuss the position duties and will determine how many credit hours will be earned in the internship semester. See the credit-hours explanations below.

4. Once a student has been accepted by the supervisor as an intern or research assistant, they must email the Director of Internships, CCing their supervisor, to request a permission number to enroll in the correct section of Eng 294 for 1, 2, or 3 credit hours. Students must communicate to the Director how many credits they intend to earn.

5. Once the Director has confirmed the internship, they will send the student a permission number. Using the supplied permission number, students must register themselves for Eng 294 through MyMadison.

6. Once the semester begins, student interns are responsible for their assigned internship tasks as well as for keeping track of and completing their academic requirements through Canvas. Visit the Canvas Eng 294 site for all details about Weekly Reports, the Self-Evaluation, the Employer Evaluation, the Portfolio, important deadlines, forms, and communication information.

*Note: If you wish to earn credit for internship activities completed during the summer or through an external internship, please review the “External Internships and Eng 294” document and contact the Director of Internships.*

### **Requirements and Responsibilities of Interns in English 294:**

A. Interns will complete all tasks assigned by their supervisor for their specific job or research position. Intern/Research Assistant responsibilities might also include meetings, check-ins, or other trainings associated with their specific position. Interns/RAs are responsible for initiating and maintaining regular contact with their position supervisors.

B. Interns will keep a detailed record of all hours worked in order to ensure they meet the minimum standard for the amount of credits for which they are enrolled. Interns/RAs should keep an individual record in addition to entering their hours on Canvas in their Weekly Reports (see point C).

C. Interns will fill out (in a timely and thoughtful manner) ten Weekly Reports on Canvas over the course of the semester, meeting the deadlines set by the Director of Internships.

D. Interns will provide their employer/supervisor with an Employer Evaluation form in a timely manner and ensure the review is completed and returned to the Director of Internships by the first day of Finals Week. Employers should have a *minimum* of two weeks’ notice from their interns/RAs that this form must be filled out.

E. Interns will complete and return, by the first day of Finals Week, a well-written and thoughtful Self-Evaluation. The reflections produced in the Self-Evaluation process may be useful for students when they draft future cover letters, letters of application, and interview for jobs or graduate programs, and they can help to inform the introduction to the student’s Internship Overview Portfolio (see below).

F. Interns will create and submit to Canvas, no later than the first day of Finals Week, an Internship Overview Portfolio of 3-5 work products generated during their semester of professional work. This Portfolio will open with a brief introduction and a table of contents introducing readers to their internship position and the items/products they chose to include in the portfolio. The introduction should clearly articulate the precise ways in which they practiced skills from their literary studies classes in new, specific ways in their particular work experience. Students can discuss any challenges or lessons-learned, as well as forecast precise ways in which this professional application of their literary studies knowledge and skills may inform their career paths and aspirations. Think of these introductions as a foundation for a future personal statement or application letter: show your readers the excellence of your writing and analysis skills while illuminating how this internship has strengthened specific knowledge, abilities, and competencies. Full details for this assignment will be on the class Canvas site.

### **Further Details on Eligibility and Hours:**

During their undergraduate studies, students may take up to six (6) total credits in or two full semesters of English 294 – whichever limit is met first.

#### **Requirements for 1-, 2-, and 3-credit internships:**

- 1 credit: approx. 3 work hours per week, for a total of 40 hours (minimum) for the semester

- 2 credits: approx. 6 work hours per week, for a total of 80 hours (minimum) for the semester

- 3 credits: approx. 10 work hours per week, for a total of 140 hours (minimum) for the semester

>>> *Please note:* The following activities may be included when the student calculates the total time spent on their internship in a given semester: time spent completing assigned tasks for the position; time spent in communications with their supervisor or internship team; time spent in meetings and trainings for the internship; time filling out Weekly Reports; and time spent writing/editing the Self-Evaluation and Internship Overview Portfolio.

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>>> If you are interested in earning credit for an internship position external to JMU and not included in the official JMU English internship listings, **please carefully review the guidance and steps for approval laid out in the document “External Internships and Eng 294.”** This document is available on the JMU English website: <https://www.jmu.edu/english/undergraduate/internships.shtml>.

**Please contact the Director of Internships with any additional questions.**