

Internship Credit in English or Film Studies

Internships can be a valuable experience in an English or Film major's program of study. Students can discover or test possible career choices, learn "real-world" applications of the reading and writing skills honed in the classroom, and make valuable professional contacts. Completing at least 3 credits of internship fulfills the College requirement for Experiential Education.

Eligible students* enroll in ENG493 or FLM493 by filing with the Associate Chair of Undergraduate Studies an **Internship Agreement Form** at the beginning of the term in which the internship will be completed (fall, spring, or summer semesters). The number of credits to enroll in depends on the amount of time spent on the job on a weekly basis for 15 weeks (for a single six-week summer session, double the number of hours listed below).

- a 4-credit internship equals approximately 20 hours per week
- a 3-credit internship equals 12-15 hours per week
- a 2-credit internships equals 7-10 hours per week
- a 1-credit internship equals 3-5 hours per week

The Associate Chair will review the proposed internship, and if it is approved, will pass the signed form along to the Graduate Secretary to enroll the student in the specified 493 credits.

To receive credit for an internship, students must submit the following materials to the Associate Chair for Undergraduate Studies **by the last day of classes of the internship term**:

1. Portfolio of work completed on the internship
2. Weekly log of duties assigned and completed during the internship
3. Five-page reflective essay on the internship experience
4. Brief student evaluation of the internship program (see accompanying form)
5. Employer's evaluation of student (see accompanying form; employer may send this directly to Associate Chair for Undergraduate Studies by email, fax, or snail mail)

Materials may be submitted by email attachment, or, if the portfolio is large, send a dropbox link.

What kind of job could serve as an internship? Any job that makes use of the skills we teach in classes in the Department, including writing, editing, proofreading, teaching, film making, film editing, or film criticism. If you can show us that your potential internship will help you develop these "real-world" skills, we will approve the internship for ENG493 or FLM493 credit. Practically speaking, students have completed internships in such areas as banking, government, non-profit fundraising, editing, publishing, literacy volunteering, public relations, advertising, law, academic departments at universities—but this list is not exhaustive.

The Department of English does not arrange internships for students; it merely administers the credits for internship. **Students are responsible for lining up their internship**, but the Department of English and the College of Arts and Letters Career Services office have resources available to help. Students wishing to learn more about possible internships should schedule an appointment with Andrew Murray, English advisor (murraya8@msu.edu), talk with faculty they have worked with, consult the online listings on the Excel Network <http://excelnetwork.cal.msu.edu/careers-internship/internships>, or make an appointment with an Excel Network team member via Handshake (see <http://excelnetwork.cal.msu.edu/careers-internship>), part of the College of Arts and Letters Career Services.

*To be eligible, a student must be a junior or senior major in English or Film Studies and have completed a minimum of 15 credits in the English Department.

Internship Agreement Form • Department of English • Michigan State University

This form is a written record of a proposed internship placement for job training and for academic credit at Michigan State University. Its execution shall not give rise to contractual relations among the parties to it.

Intern: _____ **PID** _____

Email: _____

Address: _____

Choose: ENG FLM 493 semester _____ number of credits: _____

Supervisor: _____

Title: _____

Contact info (telephone, email):

Organization: _____

Address: _____

Web/email/tel: _____

Contact person (if not supervisor):

Internship:

Inclusive dates of Internship (start, complete)

Expected schedule _____ Hours per week ____

Description of internship duties and responsibilities:

How do you anticipate this internship will build on your skills and knowledge from your major and/or develop your professional interests?

Supervisor signature

Intern signature

Associate Chair approval

Internship Program Employer's Evaluation of Student

Student _____ Employer _____

Instructions: This rating provides objective evaluation of the student's ability, characteristics, and growth, and identifies areas requiring improvement. When completed by the supervisor, this rating provides a valuable perspective on the student's performance.

Attitude towards work
Very enthusiastic
Positive, willing to work
Shows interest most of the time
Somewhat indifferent
Definitely not interested

Dependability
Completely reliable in following instructions
Meets obligations with little need for supervision
Requires careful supervision
Requires frequent follow-up on routine duties
Unreliable even under close supervision

Work initiative
Recognizes work to be done and does it without directions
Does more than is assigned if given directions
Does average amount of assigned work
Sometimes tries to avoid work
Low production, unreliable

Cooperation
Good team worker, well accepted, tactful
Works well with others
Gets along satisfactorily
Has difficulties working with others
Unfriendly, rude, hard to get along with

Quality of work
Always does neat, accurate work
Usually produces high quality work
Produces acceptable work
Inferior works is common
Does almost no acceptable work

Attendance and punctuality
Never late or absent
Very seldom absent or tardy
Average attendance
Late or absent several times
Attendance and punctuality is a problem

Adaptability
Reacts very quickly to new situations
Easily learns new duties if given time
Routine worker, requires detailed instructions
Slow to learn and accept new changes
Unable to adjust to change

Progress
Outstanding improvement
Some improvement
Average level of performance
Fails to improve
Does inadequate work

OVERALL PERFORMANCE: Outstanding Very Good Average Marginal Unsatisfactory

Student Appearance: Appropriate Inappropriate

What unusual traits, positive or negative, have you observed?

How has the internship affect the student's qualifications for employment?

In what capacity, if any, would you give this intern permanent employment?

This report has been discussed with the student: Yes No

Employer's Signature

Date

Internship Program Student's Evaluation of Program

Name _____ Major _____ Date _____

Employer _____

Supervisor _____ Employed Beginning _____ Employed Ending _____

1. How valuable was this work experience to you in: (rate on a 1-5 scale; 1 = very valuable, 5 = no value)

- a. Helping you decide on a future career (in this or different area)?
- b. Providing insight into your employer's business or operation?
- c. Learning new skills or techniques?
- d. Applying, integrating, or making relevant the knowledge gained from your courses?
- e. Clarifying your future educational goals?

2. Comment on the following:

- a. The strong points or highlights of your work experience:

- b. Changes which would have made your work experience more meaningful:

- c. Employer's supervision:

- d. In what ways the internship may be made more effective for future students:

3. Do you plan to pursue a career in this area? Why or why not?

Student's Signature

Date