Purpose
An English Department internship is a cooperative program between the BYU-I English Department and an approved experience provider (employer). The intent of the internship is to provide practical experience that helps you refine career goals and prepare for a job or graduate school application. English internships typically provide applied practice and/or teaching experience with writing, editing, research, or literary analysis.

Objectives
The internship has a number of objectives:
- Encourage practice of job search skills, such as research, networking, resume writing, and interviewing.
- Offer a real-world context in which to apply academic skills.
- Affirm or alter long-range career plans.
- Strengthen future career prospects through networking, portfolio entries, and strengthened resume.

Credit Hours
Internships are available with credit ranging from 1-6 hours. The number of hours is contingent upon the magnitude of the internship, with the rule of thumb being a ratio of 50-70 internship hours to 1 credit hour; thus a 2-hour internship requires 100-140 hours of on-site work. As much as possible, it is important that the internship correspond with semester dates.

Prerequisites
Most internships require completion of English 111, English 251, and English 314 (or equivalents).

Tuition and Fees
Tuition for internships served off-campus, when you are not attending BYU-I, is discounted 50%. Other internship credit is charged at the normal rate. Throughout the internship you are required to maintain personal health insurance or student health insurance. No books are normally required.

Course Requirements
1. Agreements. It is your responsibility to secure the internship and negotiate appropriate agreements. These agreements include:
   - The Initial Internship Approval, which requires that you and I agree upon the list of duties and learning objectives.
   - The Student Internship Agreement, which will be e-mailed to you upon submission of the Initial Internship Approval.
   - The Master Internship Agreement, which is filled out and signed by the experience provider on-line (follow the links from the BYU-I web page: Students, Internships, Exp. Provider registration).

2. Weekly Reports. Each week you will e-mail me a one-page job report. Headings should list your name, the experience provider, the date, and the number of hours worked during the week. The body of the report should describe tasks performed
during the week, along with challenges and successes. You should keep copies of these reports, since they will be useful in writing the reflective analysis (see Point 4, below).

3. **Portfolio.** You will compile a portfolio of representative work. A writing or editing internship, for example, might produce a portfolio composed of documents. A teaching or tutoring internship might collect lesson plans and teaching materials.

4. **Reflective Analysis.** At the conclusion of the internship you will assemble the portfolio, paginate it by hand, and write a reflective analysis of approximately four pages. The analysis might discuss the contexts of writing or teaching situations. It might look at the significance (or relative insignificance) of work in relationship to the mission of the work site. It might explore ways in which work reflects or contradicts what you learned in the classroom. And it might conclude with a personal reaction: to what degree were you satisfied with the skills the internship required and in what way or degree does this alter your plans for the future. The above-mentioned suggestions are precisely that—suggestions. The reflective analysis is open-ended and should address issues important to you. You will find it helpful to review your weekly reports as you decide what you wish to examine in your reflection.

As with all good writing, you must support the assertions you make in your analysis. Do so by using in-text citations which refer to the hand-written page numbers of your portfolio.

5. **On-Site Evaluations.** At the conclusion of your internship, you will be required to complete a simple on-line evaluation of the experience. Your on-site supervisor will also complete an evaluation.

**Grading**

A letter grade will be given at the end of the semester in which the internship is completed. The reports, portfolio, and analysis must be turned in prior to the beginning of the semester’s final exam period. If you have conflict with this schedule, please contact me.

Grades are based on the following criteria:

- Weekly job reports: 25%
- Portfolio: 25%
- Supervisor evaluation: 25%
- Reflective analysis: 25%

**Caveat**

This syllabus is written in good faith. We reserve the right to make changes.