

**Approval Form for English 622, Internship**  
(1-3 hours, repeatable to 3) S/U

**Course Description:**

Supervised applied experience at a work site inside or outside the Department of English. TAs may do an internship but not for the course they are teaching. The internship may be a paid position. For each semester hour of credit, the intern is required to be involved in 75 clock hours (1 SH = 5 hours per week per semester) of on-the-job activities.

**Prerequisites:**

- Completion of at least 9 hours of coursework toward the MA in English
- Submission of Internship Approval Form to Graduate Advisor prior to registration

**Application Requirements:**

- Students may count up to 3 s.h. of ENG 622 toward the Master's degree
- Application must be submitted in advance of the date of the proposed Internship

Students must also answer the following questions which will be submitted with their application. Replies to the following may be put on a separate piece of paper and attached to the application.

1. State the goals and objectives that this internship will help you realize.
2. Describe what competencies you hope to gain during the internship.
3. List the responsibilities and assignments you will be given during the internship.
4. How many hours a week will you be working for how long?

## Internship Approval Form

Name (please print):

ID#:

Semester:

Year:

Number of Hours Requested:

Return this form to the Director of Graduate Studies in English, 129 Simpkins Hall,  
Western Illinois University, Macomb, IL 61455.

Approval of Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## English 622 Internship Agreement

**For the Student:** I understand that my responsibilities as an intern are:

1. Weekly submission to the Graduate Advisor or other appointed departmental faculty supervisor of a journal consisting of
  - a) a log of activities on-site during that week
  - b) a brief exposition of the experiences and impressions gained from the activities
2. Periodic formal progress reports submitted to the Graduate Advisor or other appointed departmental faculty supervisor at the 4th, 9th, and 12th weeks of the internship semester, consisting of
  - a) a summary of skills and understanding gained over the period in question
  - b) a measurement of their proximity to the course objectives stated in the original proposal
  - c) any new discoveries of competencies or understanding not anticipated in the original proposal
3. A final written report at the conclusion of the internship submitted to the Graduate Advisor and the appointed department faculty supervisor. The field supervisor and internship should have one final meeting set aside exclusively for a discussion of this report. It should consist of the following items:
  - a) A signed approval form from the field supervisor verifying that she or he has read and approved the report
  - b) A brief summary of the purpose, setting, objectives, and calendar of the internship
  - c) A record of the intern's accomplishments
  - d) A 3-5 pages reflection on the internship
  - e) Letter of Evaluation - acquire a letter of evaluation from the on-site supervisor of the student's internship performance. This may be included in the notebook or mailed directly to the Director of Graduate Studies in English, Department of English, Western Illinois University, Macomb, Illinois 61455
  - f) Copies of all weekly and periodic reports
  - g) Sample documents from Internship

\*This formal report must be submitted to the Director of Graduate Studies in English before credit can be awarded. Any failure on the part of the internship student to submit a daily log, self-evaluation and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.

\*Students who do not complete requirements at the end of a term will receive an incomplete ("I"). All requirements must be completed by the sixth week of the term following the internship.

**ON-SITE SUPERVISOR RESPONSIBILITY:**

- A. Write letter of evaluation of intern's performance during the internship. Either include letter with student's completed notebook or mail directly to Director of Graduate Studies at the completion of the internship.
- B. Confirm clock hours. (75 clock hours = 1 semester hour of credit). \*Comment in evaluation letter actual clock hours worked in the internship.

**DIRECTOR OF GRADUATE STUDIES RESPONSIBILITY:**

- A. Evaluate internship documentation submitted by student and on-site supervisor.
- B. Assign "S/U" grade at completion of evaluation.

Return this form to: Director of Graduate Studies in English, 129 Simpkins Hall,  
Western Illinois University, Macomb, IL 61455.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## English 622 Internship Agreement

**For the On-Site Supervisor:** I understand that I am responsible for:

1. Assisting in the development of the internship proposal, and then providing a supervised work experience as outlined in the proposal, lending leadership and support, and opening doors to provide the student job experience opportunities whenever possible. I will contact the appointed departmental faculty supervisor or the Graduate Advisor if problems arise.
2. Conducting review sessions periodically and routinely with the intern to:
  - a) Determine what activities have been accomplished.
  - b) Help the intern interpret and reassess perceptions and gain better insights about experiences.
  - c) Assist the intern to prepare for future experiences.
  - d) Confirm clock hours. (75 clock hours = 1 semester hour of credit). \*Comment in evaluation letter actual clock hours worked in the internship.
3. Write letter of evaluation of intern's performance during the internship. Either include letter with student's completed notebook or email it to Director of Graduate Studies at the completion of the internship.
4. Signing a Final Approval Form, provided by the student's academic department.

Return this form to: Director of Graduate Studies in English, 129 Simpkins Hall, Western Illinois University, Macomb, IL 61455.

On-Site Supervisor's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## English 622 Internship Final Approval Form

We hereby verify that \_\_\_\_\_ (student intern) has fulfilled all obligations for his/her internship and may be awarded 1 2 3 (circle one) semester hours of credit.

On-Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_