

English Department Internships Handbook

Quick Overview

Before Your Internship

- Enroll in English 195C (for undergraduates) or English 410C (for graduates) for the semester in which you intend to complete your internship. If your internship work will be outside the normal Spring or Fall semesters, contact the Internship Coordinator for advice on how to proceed.
- Schedule an initial consultation with the Internship Coordinator before you begin searching for an internship. Please note: Not all internships qualify for English credit.
- Work with your internship mentor--the person who will be supervising your work while on the job--to complete an Internship Information Form.
- Submit an Internship Risk Management Release Form. All interns are covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP).

During Your Internship

- Submit bi-weekly reports of your work via email to the Internship Coordinator.
- Track the number of hours you work each day on the Internship Timesheet Report. You will be required to work at least 150 hours to receive course credit for the internship.

After Your Internship

- Write an 8-page Internship Summary Report assessing your internship experience. See the Internship Summary Report Guidelines for more detailed instructions.
- Submit your Internship Summary Report and completed Internship Timesheet Report to the Internship Coordinator. The coordinator will assign you a credit/no credit grade for your English 195C/410C class.

Preparing for an Internship

You are required to consult with the Internship Coordinator before beginning your search or beginning an internship. Not all internships qualify for English credit. Please email the coordinator to set up an appointment, or drop by during office hours.

As you search for your internship, you will want to think ahead. Many internships ask for a resumé and require an interview, just as a job would. Be sure you prepare your resumé and interview techniques in advance. The Internship Coordinator is available to help review and prepare your materials and interview techniques.

Currently, we suggest two books that will help you help you prepare and make the most out of your experience. They are:

- Liang, Jengyee. *Hello Real World!: A Student's Approach to Great Internships, Co-Ops, and Entry Level Positions*. BookSurge Publishing.
- Donovan, Craig P. *Internships for Dummies*. For Dummies Press.

Looking for an Internship

Finding an internship is similar to finding a job. You will need scour the newspapers, search online networks (like Craigslist), and talk to as many people as possible.

Your first step should be to visit the Career Center in Lassen Hall 2000 or visit their website: www.csus.edu/careercenter. There you will find search engines to currently listed internships.

Some internships are not listed with the Career Center, but can be found in newspapers or online networks. Be sure to expand your search by looking to these sources.

The English department will occasionally be contacted about available internships in the greater Sacramento area. These will be announced through the English-L listserv. Be sure to sign up if you are not already signed up.

Once You Have Found an Internship

Be sure to receive approval from the Internship Coordinator for the position. Once you have acquired approval for the internship, you will then need to consult with your Internship Mentor to fill out the Internship Information Form (IIF), then return the completed and signed form to the Internship Coordinator. She will then sign it and give you copies for your records and for your Intern Mentor.

You must also fill out the Internship Risk Management Liability Release Form.

Enroll in ENGL 195C or ENGL 410C

You do not have to already have an internship to enroll in 195C or 410C. You may sign up first and find an internship during the semester.

In order to receive credit, you must complete at least 150 hours of internship work. If you do not finish the full hours before the end of the semester, you will see an Incomplete on your records until you complete your hours. Once you have completed the full internship, contact the Internship Coordinator to change the grade to Credit.

Supervision and Coordination

On the Job: During the term of your internship, you will be supervised by your Internship Mentor at the site of your internship.

In the Department: In addition to an initial consultation, you will be required to meet at least once in person with the Internship Coordinator during the internship.

Keeping Track of Hours

The English Internship requires at least 150 hours of completed work to receive course credit. Please keep track of your hours on the Internship Timesheet Report (ITR). Be advised that each internship will have different requirements. The terms of your internship may require more hours and may require you to also follow their own timekeeping systems. Other organizations may have much looser timekeeping methods. In either case, you are required to fill out the English department's ITR.

Bi-Weekly Email Reports

Every two weeks you must email bi-weekly mini-reports to the Internship Coordinator. These mini-reports need not be lengthy; they should just be touching base so that the Internship Coordinator is kept updated about any successes and achievements. Also, it is a way to ensure that any potential problems or difficulties can be detected early on. All the reports will be kept confidential from your supervisor.

Summary Report

At the end of your internship, you will be required to file a Internship Summary Report. Please follow the directions on the Internship Summary Report Guidelines. This report, along with your ITR, should be filed with the Internship Coordinator within two weeks after you complete your internship.

Internship Forms

To receive course credit for an internship, you will need to complete and submit a number of forms described below. Copies of these forms are available for download from the Internship page on the English department website (www.csus.edu/engl/internships.html).

Internship Information Form: Completed with the assistance of your Internship Mentor (your on-the-job supervisor). This form collects necessary contact information and outlines the duties you'll be expected to perform for your internship.

Internship Risk Management Liability Release Form: This form releases the University from liability for any injury, illness, or economic loss that you might incur while participating in your internship.

Internship Timesheet Report: You will use this form throughout your internship to track the hours you work and the duties you perform during the course of your internship. The completed form will be submitted with your Internship Summary Report at the end of your internship.

English Department Internship FAQs

What kinds of jobs do English majors get?

Myth: All English majors want to teach.

Fact: English majors have many choices, such as: publishing, editing, public relations, advertising, marketing, magazine writing, technical writing, lobbying, and arts administration. English is also regarded as one of the best “pre-professional” majors for law school, and excellent preparation for business management careers.

How does an internship help prepare me for a job?

An internship can benefit you in many ways. It may offer you:

- Professional-level job training and quality work experience for your resume before you graduate.
- The chance to test your career choices by actually performing the duties and responsibilities for those positions.
- An Internship Mentor in your career field, contacts in the profession, and a network to the inside track to where the best jobs are.
- Three units toward to graduation, getting you closer to a profession that you will find challenging and fulfilling.

What kinds of intern placements are there, and where?

Previous internships held by English majors have included:

- Marketing positions (publishing, editing, writing) with organizations such as:
 - Prima Games
 - Tower Records International
 - Sacramento News and Review
 - Capitol Public Radio
 - Heckler Magazine
 - Because People Matter
 - Home Improvement Magazine
 - Crime Prevention Center
 - Attorney General’s Office
- Technical writing positions (public relations) with organizations such as:
 - California Building Industry Assn.
 - United States Geological Survey
 - Burson-Marsteller Beutler Corporation
 - Lt. Governor's Office
 - Sacramento Theater Co.
- Research positions (lobbying/advocacy) with organizations such as:
 - California State Student Assn
 - Vryonis Center
 - CSUS Library
 - California Assn. Of School Psychologists

- Friends of the River
- Media positions (education) with organizations such as:
 - Foothill Indian Education Center
 - KZZO - 100.5 The Zone
 - San Juan Unified Schools
 - Delta College On-line Readership

Are internships paid?

Most interns are not paid a salary (the course credit and on-the-job experience that you receive are considered your compensation), but individual internship opportunities may vary. Additionally, many English department interns have been offered part-time professional jobs upon completion of their internships.

How do I receive course credit for my internship work?

Interns should enroll in a 3-unit English 195C (for undergraduates) or English 410C (for graduates) course. Once you have completed your internship and submitted all necessary paperwork and reports, the Internship Coordinator will assign you a credit/no credit grade for the course.

Please note: Not all internships will qualify for English course credit. You will need to consult with the Internship Coordinator before starting an internship to ensure the job you choose will meet the English department's requirements.

How much work will I have to do for my internship?

You will be required to complete at least 150 hours of work—an average of 10 hours per week over a 15-week semester—to receive course credit for your internship. You will be responsible for arranging actual work times, schedules, and job duties with your Internship Mentor (your on-the-job supervisor), all of which should be included on the Internship Information Form.

What happens if I can't complete my 150 hours of work before the end of the semester?

If you will not complete the full 150 hours before the end of the semester, contact the Internship Coordinator. The coordinator can assign you an incomplete grade in English 195C/410C until you complete your hours. Once you have completed all required work, contact the coordinator again to receive your final grade for the course.

What happens if English 195C/410C isn't offered the semester that I want to complete my internship?

Since Fall 2009, the English department has only offered English 195C/410C in the Fall semester. However, this should not negatively impact your opportunities to complete an internship in the Spring semester or over the Summer. Contact the Internship Coordinator and ask to arrange an internship in the semester of your choosing. If approved, the coordinator may ask you to enroll in English 195C/410C when it's offered in a future semester to receive course credit; alternately, the coordinator may arrange for you to enroll in a 3-unit English 199/299 Independent Study course instead.

What if I have a time conflict on my schedule with English 195C/410C?

If you need to take another class that's scheduled at the same time as English 195C/410C, contact the Internship Coordinator. The coordinator may arrange for you to enroll in a 3-unit English 199/299 Independent Study course instead.

What if I have travel restrictions?

You will be responsible for making arrangements to travel to and from your internship. If you are unable to travel far from home, look for internship opportunities on campus or closer to your house.