

Internship Placement and ENG 4933 Course Structure and Requirements

Internship Placement

Once you have been accepted in to the English Internship Program, you will be required to meet with your Internship Coordinator in order to sign the **Internship Agreement Form**, the **Release and Indemnification Form**, and be registered for the ENG 4933 course. This initial meeting will provide you the opportunity to discuss what sort of internship would be most interesting to you and most valuable to your academic and professional objectives, as well as determine which San Antonio employer* you might be interested in interning with. (Opportunities outside of the San Antonio area are possible as well. Please consult with your Internship Coordinator to explore these possibilities.)

Subsequently, you will be required to schedule a meeting with your potential employer. Keep in mind that each employer will have separate and different interviewing processes/procedures and deadlines. It is your responsibility to be as informed about your employer's processes/procedures and deadlines.

ENG 4933 Course Structure and Requirements

As an English Intern, your performance and participation will be directly supervised by your Internship Coordinator who will issue you a final letter grade based on your successful completion of the following course requirements and assignments:

- You are required to **work a minimum of 150 hours** throughout the semester (averaging a minimum of 10 hours a week) (N.B. Fall and Spring semesters last 15 weeks; Summer semesters last 10 weeks). It is your responsibility to establish a consistent work schedule with your employer. View the internship as one of your main priorities; be prepared to make a full commitment to your work and your level of professionalism.
- Attendance and preparedness for the **three mandatory one-on-one meetings** with the Internship Coordinator (first meeting to be scheduled at the start of the semester; second meeting to be scheduled midterm; third meeting to be scheduled at the end of the semester)
- **Professional Journal** (weekly 100-200 words postings on WebCT) (*see Journal Information Sheet and course syllabus for additional information*)
- **Professional Portfolio** (due at the end of the semester) (*see Portfolio Information Sheet and course syllabus for additional information*)
- **Mission Statement** (3-5 pages, double spaced, typed) (due at the end of the semester) (*course syllabus for additional information*)
- **Employer's Performance Evaluation** (due at the end of the semester)