

## **OVERVIEW of ENG 294 INTERNSHIPS**

**Goals of ENG294:** While the skills and knowledge learned in the English classroom can be applied in a wide variety of industries and settings, English internships all usually feature writing, analysis, and critical thinking as main elements of their workload. All positions eligible to earn credit through ENG294 will involve most of the following tasks/experiences in one form or another: attention to detail, analytical and recursive thinking, discovery and synthesis of appropriate research, writing for specific audiences, editing and producing communications for specific purposes and audiences.

**Processes for Applying for and Enrolling in English 294** (for JMU-affiliated and English Internships/Research Assistantships):

1. To apply for an internship or research assistantship, students must email the sponsoring faculty or staff member directly (see the English Department's current internship position listings for contact information). Students should follow any procedures outlined in the position description or by the supervisor in order to apply.

2. Students must be formally accepted by the supervisor for the position; this formal acceptance can take any written form (such as an acceptance email).

3. If credit hours are not already determined, students and supervisors will discuss the position duties and will determine how many credit hours will be earned in the internship semester. See the credit-hours explanations below.

4. Once a student has been accepted by the supervisor as an intern or research assistant, they must email the Director of Internships, Ccing their supervisor, to request a permission number to enroll in the correct section of Eng 294 for 1, 2, or 3 credit hours. Students must communicate to the Director how many credits they intend to earn.

5. Once the Director has confirmed the internship, they will send the student a permission number. Using the supplied permission number, students must register themselves for Eng 294 through MyMadison.

6. Once the semester begins, student interns are responsible for their assigned internship tasks as well as for keeping track of and completing their academic requirements through Canvas. Visit the Canvas Eng 294 site for all details about Weekly Reports, important deadlines, forms, and communication information.

*Note: If you wish to earn credit for internship activities completed during the summer or through an external internship, please review the "External Internships and Eng 294" document and contact the Director of Internships.*

### **Requirements and Responsibilities of Interns in English 294:**

>>> Interns will complete all tasks assigned by their supervisor for their specific job or research position. Intern/Research Assistant responsibilities might also include meetings, check-ins, or other trainings associated with their specific position.

>>> Interns will keep track of all hours worked in order to ensure they meet the minimum standards for the amount of credits for which they are enrolled.

>>> Interns will fill out (in a timely and thoughtful manner) ten Weekly Reports on Canvas over the course of the semester, meeting the deadlines set by the Director of Internships.

>>> Interns will provide their employer/supervisor with an Employer Evaluation form in a timely manner and ensure the review is completed and returned to the Director of Internships by the first day of Finals Week.

>>> Interns will complete and return, by the first day of Finals Week, a well-written and thoughtful Self-Evaluation. The reflections produced in the Self-Evaluation process may be useful for students when they draft future cover letters, letters of application, and interview for jobs or graduate programs.

### **Further Details on Eligibility and Hours:**

During their undergraduate studies, students may take up to six (6) total credits in or two full semesters of English 294 – whichever limit is met first.

#### **Requirements for 1-, 2-, and 3-credit internships:**

- 1 credit: approx. 3 work hours per week, for a total of 40 hours (minimum) for the semester
- 2 credits: approx. 6 work hours per week, for a total of 80 hours (minimum) for the semester
- 3 credits: approx. 10 work hours per week, for a total of 140 hours (minimum) for the semester

>>> *Please note:* The following activities may be included when the student calculates the total time spent on their internship in a given semester: time spent completing assigned tasks for the position; time spent in communications with their supervisor or internship team; time spent in meetings and trainings for the internship; time filling out Weekly Reports; and time spent writing/editing the Self-Evaluation (though these latter two things are unlikely to take more than a few hours total).

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>>> If you are interested in earning credit for an internship position external to JMU and not included in the official JMU English internship listings, **please carefully review the guidance and steps for approval laid out in the document “External Internships and Eng 294.”** This document is available on the JMU English website: <https://www.jmu.edu/english/undergraduate/internships.shtml>.

**Please contact the Director of Internships with any additional questions.**