

ENGLISH DEPARTMENT POLICY ON STUDENT INTERNSHIPS

Any faculty member may agree to serve as a “faculty sponsor” for a student internship, but the internship may be given an ETS designation (ETS 270 or 470: Experience Credit) ONLY if it involves archival, curatorial, critical, or pedagogical engagement with literary and/or cultural texts. Department-sponsored internships at SU Press, Salt Hill Literary Journal, and Bird Special Collections meet these criteria. Other internship proposals seeking the ETS designation must be approved by the Undergraduate Committee.

Internships involving tutoring or teaching will be granted the ETS designation only if they involve critical analysis and/or production of literary and/or cultural texts. Internships that involve tutoring students in basic reading and writing skills will not be considered eligible for ETS credit.

Other internships (in areas such as journalism, TV or film production, nonprofit organizations, etc.) will receive an Undergraduate Research Project designation (URP 470).

ETS 270 or 470: Experience Credit may be taken for pass/fail credit only. ETS Experience Credit will not count toward the ETS or any other major. The department recommends that faculty acting as sponsors for URP 470 internships also require pass/fail grading, but it is possible for students to register for URP 470 for a letter grade. URP Experience Credit will not count toward the ETS major.

The number of credits received for an internship depends on the number of hours worked and will be calculated by the College of Arts and Sciences Office of Advising and Academic Support.

According to the University’s Internship Office, faculty sponsors are responsible for:

- Helping the student identify what it is that can be learned from a particular internship at this particular stage of the student's academic program
- Assisting the student with formulating individual learning goals and expected outcomes
- Shaping the on-going evaluation and the final assessment requirements of the internship
- Monitoring the progress of the internship throughout the internship
- Contacting the site supervisor for feedback on the intern's performance
- Using the knowledge the student gained throughout the internship, together with the evaluation completed by the site supervisor, to arrive at a final grade for the student's performance

Students are responsible for submitting a Learning Proposal to the College of Arts and Sciences Office of Advising and Academic Support (HL 307). The Office of Advising and Academic Support recommends that faculty sponsors require, at a minimum:

- A series of journal entries or regular email contact detailing the progress of the internship.
- A four-page reflective essay, to be written after the completion of the internship experience.

Individual faculty members may of course require additional or longer assignments if they wish to do so.