

College of William and Mary
Department of English
Application for Internship Credit (ENG 498)

Note: ENG 498 is graded pass/fail and normally may only be taken once

Student _____
Phone _____ Email _____
SSN# _____
Supervising faculty
member _____
Semester/year _____

Choose One:

1 Credit	2 Hours per week	30 Hours per semester
2 Credits	4 Hours per week	60 Hours per semester
3 Credits	6 Hours per week	90 Hours per semester

Your application should include (please check off the following):*

This one page cover sheet

1-2 page proposal (see below)

A copy of your degree evaluation (must have fulfilled at least half of concentration requirements and must have a 3.0 GPA in the concentration)

Original and seven copies of all application materials

*The application will not be accepted if all of the above items are not enclosed.

Proposal Instructions: In a well-written, concise (1-2 page) proposal explain what you will be doing for your internship: the tasks or duties for which you will be responsible, the analytic or research component and any additional written work that you will complete to earn internship credit (such as journal entries or response papers), a schedule for completing such written work, and what you expect your final report to consist of. Proposals must be read and approved by a supervising faculty member before submitting applications to the Undergraduate Program Committee. This application form should be attached to your proposal. Submit the original and seven copies to the English Department by the due date below. If your proposal is accepted, you will then need to submit an internship agreement to the English department (see explanation of internship guidelines on the next page) and an "Internship for Academic Credit" form to the Office of the Dean of Undergraduate Studies. These both need to be filed before you begin the internship.

Application Deadlines: Applications must be submitted and approved prior to the beginning of the term in which you will conduct your internship. NO EXCEPTIONS.

Student's Signature _____

Date _____

Supervising faculty member's signature _____

Date _____

English Department Internship Guidelines
College of William and Mary

Once his or her application is approved, the student will submit to the Chair of the English Department Undergraduate Program Committee a letter of agreement between the student, the agency, and the supervising faculty member. This letter will describe the agency's expectations of the student intern, including:

- A. The number of hours per week the student will be working. This is related to the number of credits the student is receiving for the internship and should be approximately along the following lines:

1 Credit	2 Hours per week	30 Hours per semester
2 Credits	4 Hours per week	60 Hours per semester
3 Credits	6 Hours per week	90 Hours per semester

Note: The amount of time the student spends per week on internship responsibilities is flexible. The student can work more hours in one week and fewer in another so long as the total hours for the semester meet the required number of hours as outlined above.

- B. The tasks or duties for which the student will be responsible.
- C. The name of supervisor(s) or other personnel who will be communicating with and coordinating the student's duties.
- D. A description of the analytic or research component of the internship and any additional written work (such as journal entries or response papers) that the student will complete to earn internship credit.

The letter should include the signature of the person in authority to offer this internship opportunity and the signature of the supervising faculty member.

Agency Responsibilities

1. During the course of the internship, should the agency have any complaints about the student's performance or wish to terminate the internship agreement, the supervisor will contact the supervising faculty member immediately.
2. Upon completion of the internship, the agency will submit a letter indicating whether the student fulfilled the responsibilities for the internship as described in the letter of agreement.

Student Responsibilities

1. Before doing the internship, the student will submit an "Internship for Academic Credit" form to the Office of the Dean of Undergraduate Studies, signed by the external supervisor and the supervising faculty member.
2. During the course of the internship, should the student have any complaints about the conditions of the internship or wish to terminate the internship agreement, the student will contact the supervising faculty member immediately.
3. Upon completion of the internship and all accompanying written work, the student will submit a final report of her/his internship experience to the supervising faculty member.