

# ENGLISH 195\*I – INTERNSHIP

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Perm#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone#: \_\_\_\_\_

Internship Quarter and Year: \_\_\_\_\_

Units: \_\_\_\_\_

GPA: \_\_\_\_\_

(1-4 units)

(3.0 minimum)

Instructor: \_\_\_\_\_

Quarter of graduation: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Proposal: Below, please describe the off campus firm or organization, type of work, basic plan, research, supplemental reading, writing, goals and any other information you wish to include about this internship experience.

Other:

1. Meetings w/ instructor per week: \_\_\_\_\_

2. Hours per week on job site: \_\_\_\_\_

3. Number of weeks: \_\_\_\_\_

4. Paper or Journal pages: \_\_\_\_\_

*Note: precise details of meeting frequency and/or assignments for ENGL 195-I are to be arranged between the student and instructor as appropriate for the individual internship. The department norm for written work is 8-15 pages for a 4.0 unit course.*

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Company/Organization Supervisor Signature: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_

# ENGLISH 195\*I – INTERNSHIP

An English 195\*I “Internship” provides the opportunity for qualified majors to undertake a period of training in a real working situation.

Majors who have upper division standing and a GPA of 3.0 may apply for an internship. The application includes:

- 1) An application form available from the Department office
- 2) A written explanation of work to be performed
- 3) A faculty sponsor signature
- 4) A Company Supervisor signature
- 5) A Department Chair signature

Under supervision of English Department faculty, English majors may obtain credit for work without pay in publishing, editing, journalism, or other employment related to English literature. Before the beginning of the quarter, the student and supervising faculty member must submit a course description (form available from the Undergraduate Advisor) detailing the internship site and the kind of work expected there, the supplemental reading and writing for the course, and the contact hours with the supervisor. The undergraduate staff advisor will notify you after the Undergraduate Committee has reviewed and approved the application.

Credit for an Internship in English can range from 1 to 4 units.

This course may be repeated for credit to a maximum of 8 Units, but **only 4 units may count for the major.**

195\*I may be taken for a letter grade or pass/not pass, but **may only qualify for elective credit with a letter grade.**