

English 495 Field Internship in the Major: Verification Letter

To Whom it May Concern,

As Internship Coordinator for the English Department at The College of Charleston, I am writing a letter of verification for our current student, _____, who plans to intern with your organization during _____ (term and year). In addition to interning at your site, this student will be co-enrolled in our course, ENGLISH 495, where he/she can earn 3 hours of graded, course credit. This internship must be unpaid in order for the student to receive credit. Before the internship begins, you should discuss and sign the “Internship Contract,” which identifies the student’s learning objectives and details the work schedule he/she is to complete.

We require that our interns work a minimum of 100 on-site hours with you. If there are reasons for this work to take place off-site, exceptions can be made with permission from both the internship site supervisor and faculty representative. In addition to work hours, our students will be reading relevant articles, reflecting on their internships, and discussing their experiences in our course. Our interns are also required to submit a final portfolio which consists of a reflection piece about their experience, an assembly of any relevant materials they were involved in producing (articles, clippings, correspondence, project notes etc.) as well as a final, critical paper.

I mention these requirements to point out that we expect our interns to gain experience worthy of critical thought and personal/professional reflection. While all work environments involve some monotonous work like photocopying, filing etc., we would ask that this not be the crux of the student’s experience. We appreciate your effort in helping our interns gain valuable job experience.

We also ask that you provide the intern with regular feedback along the way—encouragement and/or criticism when necessary. At the end of the term, you will formally evaluate the intern and send your response by mail or fax to our department. Likewise, our intern will be evaluating your site as well as completing a self-evaluation. Should you have any questions or concerns about your intern or the requirements/responsibilities of the internship experience, please do not hesitate to contact me.

Thank you for agreeing to work with our student. We hope the partnership is beneficial for all involved.

Sincerely,

Catherine Holmes
English Department
The College of Charleston
(843) 953 5771
holmesc@cofc.edu

English 495 Field Internship in the Major: Internship Contract

Student Name _____ Student ID _____

Major _____ Year at CofC _____ Faculty Coordinator _____

Mailing Address _____

Email _____ Phone _____

Secondary Student Contact _____ Relation _____ Phone _____

Site/Host Organization _____ Phone _____

Address _____

Site Supervisor _____ Email _____

Work Schedule _____ Dates _____ to _____

Total # Hours _____ (hours) x _____ (weeks) = _____ (total hours)

Job Description: Describe your role and responsibilities as an intern including duties, projects, deadlines etc.

Supervision: Explain the supervision to be provided, including frequency of meetings, method of instruction, etc.

Learning Objective: List and explain 3 learning objectives for your internship. How will you gain this knowledge?

1. _____

2. _____

3. _____

Agreement: This contract may be amended or terminated by the student, Site Supervisor, or Faculty Internship Coordinator at any time with written notice that is received and agreed to by the other two parties.

Student Signature _____ Date _____

Faculty Coordinator Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Appropriate Behavior During Your Internship

As a College of Charleston student your actions reflect upon the entire academic community – administration, faculty, staff, and students. It is important to realize that you are an ambassador for this institution and your actions during the internship will influence whether future College of Charleston interns are welcomed at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.

q *Dress for success.* During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site. If proper dress is difficult to determine or there seems to be a wide array of options, do not hesitate to ask your site supervisor. When in doubt, dress better than you suppose is necessary. You do not want to be sent home the first day of your internship!

q *Show up early.* If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking; slow traffic; a sudden heavy downpour. To be on time is to be late.

q *Be prepared to work.* Take the time to learn about the community you are about to become a member of. Ensuring you have a basic knowledge about the rules of the internship location, the —Do's|| and —Don'ts,|| and general guidelines of your role will enhance your experience.

q *Ask questions if you want answers.* The work place may be intimidating before you become comfortable within your surroundings. The work and how to complete your duties might not be explained as well as you would wish. Duties that you find new and challenging might seem trivial and obvious to your mentor. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.

q *Ask your supervisor for regular feedback.* Though no one likes criticism, received in a gracious spirit it can assist your professional development and help you meet the internship's learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision making process. However, don't demand excessive feedback. Your supervisor has his or her own personal work to accomplish and will be willing to give assess your performance once a week perhaps, but not every day.

q *Be realistic.* Work involves monotonous projects like photocopying, filing, and answering telephones. Though this should not be the crux of your experience, you should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it will later on down the road.

Student Signature _____ Date _____