

## ENGL 495: Field Internships: Frequently Asked Questions

### 1. What are the pre-requisites for taking ENGL 495?

Typically, our interns are either juniors or seniors, but the course is open to anyone who is a declared English major or minor and who has completed at least fifteen hours of coursework in our department (so, any five courses with the prefix ENGL). Also, you must be in “academic good standing” at CofC, which means that your GPA is at least a 2.0.

### 2. How do I register for ENGL 495?

Registration is by “permission of professor,” which means that you will need to show a copy of your transcript to the professor teaching the course. If you are approved, you will receive instructions from our department’s administrative assistant about how to register. Typically, you may register for English 495 in fall, spring, or summer II day.

### 3. What’s the purpose of ENGL 495, and what kind of work can I expect to be doing?

A sponsored internship through the Department of English at the College of Charleston provides you with valuable experience within a working environment while simultaneously granting you course credit. Internships will also increase your chances of future employment and, hopefully, introduce you to a career path you may choose to pursue upon graduation. During the internship you will be working regularly scheduled hours completing tasks that you, your site supervisor, and your sponsoring professor have pre-determined as part of your Internship Contract. Your internship may involve writing, editing, web design, layout, marketing, interviewing, data entry, assessment, cataloguing, public relations work, fundraising, advertising, event planning, and a host of other tasks that will call upon the strong verbal, creative, and analytical skills you have developed as an English major or minor.

### 4. How do I find an internship?

The task of internship placement is not solely the responsibility of the ENGL 495 Professor. While your professor will be happy to advise you and share potential contacts and suggestions, it is your responsibility to secure an internship. The Cistern Online via The Career Center is a great place to begin your search. Go to: <http://careercenter.cofc.edu/> and click on the Job/Internship link, taking you to the Cistern Online. You may also call and make an appointment with the Career Center at 953 5692.

Also, consider potential sites (businesses, presses, magazines, marketing firms etc., )that are interesting to you given your intended career. Prepare a resume, make a contact via email or telephone, and try to speak with someone about interning there. Never underestimate the power of offering free work!

5. What if I already have an internship? Can it count for course credit?

Your internship will need to be approved by the ENGL 495 Instructor/Professor. Typically, a wide range of internship sites are acceptable for English majors or minors. Your internship should be unpaid, and you must be able to accumulate at least 100 hours of work at the jobsite in order to get credit. You will work with your professor and the site supervisor at your internship to create an “internship contract,” which will explain the goals and details of your job.

6. What if my internship is not in Charleston?

As long as your internship contract is signed and approved by the ENGL 495 professor and your site supervisor, out-of-town internships are perfectly acceptable. This is one of the advantages of the new online course format. You can participate in the online course from anywhere.

7. What if my internship is paid?

Only unpaid internships can receive course credit in the English Department.

8. What if my internship involves work done from my own home instead of attending a specific job site?

Because the course is called “Field Internships,” the English department encourages you to secure an internship that takes you into a specific, on-site job. However, exceptions have been made in the past, particularly if a portion of the internship work you are doing requires that you work from home.

9. When do I fill out the “Internship Contract” and to whom should I give this paperwork?

The internship contract is an agreement between you, your site supervisor, and your professor. It addresses the goals and duties of your internship and puts your specific work schedule in writing. You should consult your site supervisor when filling out the form, and plan to have it completed and submitted to your ENGL 495 professor (who will also sign) before the start of your internship. The form can be downloaded from the English Department website. \* Your professor can also send the form to you via email.

\*Note: The Internship Guidelines are currently under construction on our department’s webpage. It is best to contact Catherine Holmes, [holmes@cofc.edu](mailto:holmes@cofc.edu) for the most up-to-date Internship Contract form.

10. What's involved in taking the online course?

In addition to completing a minimum of 100 hours of on-site work at your internship, you are also expected to complete the course requirements of ENGL 495. You will be responsible for posting and responding to discussions with other interns in the class. Discussion posts will be in response to your internship experience as well as to a selection of online readings. At the semester's end you will also be responsible for submitting a final paper, a series of evaluations, and additional job-related materials as a part of your final portfolio. These requirements will be detailed more specifically in OAKS (the shell for your online course).

11. How will my coursework/internship work be evaluated?

Near the end of your internship, your site supervisor must fill out a performance evaluation of you which should be mailed or faxed to your ENGL 495 professor. You will also complete an evaluation of the internship site as well as a self-evaluation about your experience. These last two should be turned in along with your final paper and portfolio materials. All three evaluation forms can be downloaded from the course website in OAKS. You will receive a grade for the course based on the strength of all course criteria (evaluations, final paper, portfolio materials, and online discussion posts).

12. What if my internship starts or ends earlier or later than the course dates listed for ENGL 495?

The timeline for internships does not always match up exactly with our semester timeline. This is particularly the case for summer internships. It is certainly possible that you will have begun your internship well before you are allowed to access the course via OAKS. Likewise, it is possible that your internship will not be finished by the last day of the summer session. All of these issues are negotiable with your ENGL 495 Professor. You will be responsible for participating in the online course during the semester, but it shouldn't be a problem if the dates do not correspond exactly.