

Guidelines for English 4410

Approved by department vote: March 8, 1994

1. Eligibility:

Prerequisites: English 3301, 3307, 3308, senior standing and permission

6 credits of 4410 are required for writing majors. Therefore, priority in assigning internships will be given to them. Thereafter, priority will be given to English majors with a writing minor, and then English majors or writing minors.

2. Procedure:

- a. Students confer with the Director of Undergraduate Studies in English or designated substitute **by the middle of the semester before the proposed internship is to begin.** The faculty member will discuss with the student a list of possible internships or the student will propose an alternative.
- b. Student interview with people accepting interns. Upon being accepted, the student and the supervisor(s) will draw up a proposal covering the number of hours the student will spend on the job, the kinds of writing the student will do, etc.
- c. Instructor will review the student's proposal and assign credit according to the following formula:

1 hour credit = 25 hours on the job
2 hours credit = 50 hours on the job
3 hours credit = 75 hours on the job
4 hours credit = 100 hours on the job

No student may receive more than four hours of credit per semester, no student may receive more than six hours of credit overall.

- d. Student registers for the course, having obtained the signature of the Director of Undergraduate Studies in English or his/her substitute.
- e. Twice during the semester or summer session, the student will submit for review with the Director of Undergraduate Studies in English the following:
 - 1) A log of the time spent and tasks done
 - 2) A portfolio of the writing done
 - 3) A letter of evaluation from the internship supervisor
 - 4) Instructor grades student with an S (satisfactory) or U (unsatisfactory)