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)