

INTERNSHIPS IN PROFESSIONAL WRITING

The Professional Writing Program in the Department of English at The University of Memphis oversees a variety of student internships with local companies and with national research facilities. Internships help students continue honing their writing and/or editing skills and gain important work contacts through job performance and networking. Internships are increasingly perceived on the national level as important preparation for professional writers.

A student may solicit an internship, or a faculty member may suggest an available internship to a student. Each student intern, however, must have both a faculty director and a company supervisor who will work together to ensure successful completion of the internship.

- **Compensation**
Internships may be paid, unpaid, or compensated by special stipend.
- **Time Required**
Internships normally last one semester and require fifteen hours of work per week.
- **Prerequisites**
Candidates for writing and/or editing internships should have completed English 3601 and 3602 for English 4630; and English 7805/8805 and 7809/8809 for English 7811/8811.
- **Student Responsibilities**
At least four times during the semester, the student will meet with the faculty director. The student will turn in at least two written samples of work produced in the internship and will write at least two journal entries per week; these entries will be reviewed regularly by the faculty director.
- **Faculty Responsibilities**
At least two times during the semester, the faculty director will confer with the company supervisor about the intern's status. The faculty director will keep a written record of conversations with the intern and the company supervisor. The faculty director will also keep samples of the student's work.
- **Internship Report**
The internship report will consist of two parts:
 1. The written report, with an abstract of not more than two hundred words, a copy of which will be kept on file with the faculty director
 2. The oral report, presented to the faculty director and others who may be invited, with the company supervisor present (exceptions may be made for company supervisors headquartered outside of Memphis).

COURSE DESCRIPTION

Course Number: English 4630, 7811, or 8811

Course Title: Internship in Professional Writing. (3 hrs.)

Instructor: Professional Writing Faculty

Texts: Coursepack (includes article reprints and internship forms)

Aims and Organization: The course provides on-the-job writing experience while working with professional writers. Students work fifteen hours per week at area businesses, organizations, and community service institutions to earn three credit hours under supervision of a professional writer and a faculty director.

Assignments and Written Work: The student will keep a journal describing his or her assignments and experiences and will present this journal to the faculty director four times during the internship. Upon completion of the internship, the student will turn in to the faculty director at least two samples of written work produced during the internship. As a final project, the intern will make an oral presentation to professional writing faculty and students, show work completed during the internship, and share learning experiences.

Scholarly Materials: Chosen by faculty director (will vary according to type of internship)

Prerequisites: For Engl 4630: Engl 3601, 3602, and permission of the instructor
For Engl 7811/8811: Engl 7805/8805, Engl 7809/8809

Time: TBA Days: TBA Place: TBA

INTERNSHIP POSITION IN PROFESSIONAL/TECHNICAL WRITING

Company Name:

Mailing Address:

Supervisor:

Title:

Department/Division:

Address:

Telephone:

Extension:

Position Description (List duties, responsibilities, etc.):

Qualifications/Requirements (i.e., education, technical skills):

Starting Date:

Anticipated Duration:

Employee Status: ___ Full-time ___ Part-time Hours per week ___

Pay Status: ___ Paid Pay per hour \$ ___ ___ Non-Paid Volunteer

___ Stipend Amount ___ Other Compensation ___

Work Schedule: ___ Variable based on student schedule

___ Fixed as follows: _____

COMPANY SUPERVISOR'S MID-TERM EVALUATION OF INTERN

Intern's Name: _____ Date: _____
 Supervisor: _____ Title: _____
 Company: _____ Address: _____

1. How would you rate your intern on these qualities (please check your response)

	Always	Usually	Sometimes	Rarely	Never
Punctuality					
Dependability					
Self-Motivation					
Cooperation					
Confidentiality					
Hard Working					
Well-groomed					

Please feel free to add additional comments in the margins or on the back.

2. What types of work have you assigned your intern?

3. At the present time, are you satisfied with the performance of your intern?

4. Have you encountered any particular recurring problems with your intern?

5. What suggestions do you have for more effective uses of our interns?

6. Other comments:

COMPANY SUPERVISOR'S FINAL EVALUATION OF INTERN

Student: _____ Academic Term: _____
 Credit Hours: _____ Required Work Hours per Week for Academic Credit: _____
 Supervisor: _____
 Company: _____

Your responses to the following questionnaire will help us evaluate the intern's performance and the overall effectiveness of the Internship. **Please feel free to add additional comments in the margins or on the back.** Your response will be confidential; the student will not see it.

1. How many hours a week did the student average? _____
2. Do you prefer interns to
 - a. work all their hours in a large continuous blocks _____
 - b. spread the work evenly throughout the week or school term _____

Comments:

	Yes	No	N/A
3. Was the student punctual about arriving at work, after breaks, etc?			
4. Was the student's writing of the quality expected in your organization?			
5. Did the student seek additional or supplementary work on his/her own?			
6. Did the student cooperate and show a positive attitude?			
7. Did the student ask sufficient questions to make his/her work more complete or efficient?			
8. Was the student willing to do extra research or reading to better understand the assigned tasks?			
9. Did the student effectively catch spelling and typographical errors?			
10. Did the student effectively improve the style of writing he/she was assigned to edit?			
11. Did the student develop a proper sense of the audience for your publication?			
12. Was the student academically prepared to handle the assigned tasks?			

Additional Comments:

INTERNSHIP ASSESSMENT FORM

Name:

Dates of Internship:

Company where internship was served:

City where internship was served:

Name of company supervisor:

Name of faculty director:

This form must be completed by the student intern before he or she receives credit for English 4630, 7811, or 8811. **Answer the following questions on a separate sheet of paper.**

1. Comment on those aspects of your required Professional Writing Courses that were most helpful in preparing you for your internship.
2. Comment on any English Core Courses, Electives, or Professional Area Courses that were helpful in preparing your for your internship.
3. What skills did you use most often on the job?
4. In what ways can our program better prepare students for the type of work you performed during your internship? Be specific.
5. What advice should we give future interns before they begin their internship?

INTERNSHIP CONTRACT

Academic Use only

Course:

Instructor:

Location:

This contract is to be completed and signed by the intern and the company supervisor and submitted to the faculty director for final approval. Each person will keep a copy.

1. Guidelines

- a. This contract is valid for (name of intern)
- b. Approximately ____ hours of work, training, or supervision per week are required for each credit hour.

2. General Information

- a. Inclusive dates: _____ to _____ Work hours are: _____
- b. Intern's name:
Address:
Phone:
Major:
Year in school:

3. Terms of contract (see attached forms)

- a. "Internship Position in Professional/Technical Writing"
- b. "Intern's Statement of Objectives and Expectations"
- c. "Company Supervisor's Mid-term Evaluation of Intern"
- d. "Company Supervisor's Final Evaluation of Intern"

4. Signatures

I understand the conditions of this contract and will assume responsibility for ____ credit hours.

Date: _____ Intern: _____

I agree to supervise the above-named student in this field experience and agree to provide an evaluation of the student's performance based on the terms of this contract.

Date: _____ Company Supervisor: _____
Telephone: _____ Company: _____

I approve the terms of this contract and agree to grant credit upon its successful completion.

Date: _____ Faculty Director: _____

**INTERNSHIP AFFILIATION AGREEMENT BETWEEN
THE UNIVERSITY OF MEMPHIS
AND**

This Agreement, by and between The University of Memphis, hereinafter referred to as “University,” and
_____ hereinafter referred to as “Affiliate.”

WITNESSETH:

WHEREAS, it is the mutual benefit of both parties to provide internship experience for students enrolled in certain programs of the University, the parties have agreed to the terms and provisions set forth below:

I. **Purpose** – The purpose of this Agreement shall be to provide internship experience to students enrolled in the Professional Writing Program of the University.

A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

B. The internship experience shall be provided at the Affiliate’s facility located at
_____, hereinafter referred to as “Facility.”

C. The specific experience to be provided to students is described as follows:
_____.

II. **Terms and Conditions** – Pursuant to the above-stated purpose, the parties agree as follows:

A. **Term** - The term of this Agreement shall be _____ commencing on _____.

Either party may terminate this Agreement upon giving 14 days written notice to the other party. Such termination shall have no effect on the students currently receiving internship experience.

This Agreement may be renewed with approval of all parties.

B. **Placement of Students** – The University may send students to the Facility during an academic term to be interviewed for an internship.

C. **Discipline** – While enrolled in the internship experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the University and the Affiliate. Each party will be responsible for enforcing all applicable policies including that of the other party.

Students shall be dismissed from participation in the internship experience only after the appropriate disciplinary policies and procedures of the University have been followed; however, the Affiliate may immediately remove from the premises any student who poses an immediate threat or danger.

D. Specific Responsibilities – The following duties shall be the specific responsibility of the designated party:

1. The University shall be responsible for the selection of students to be interviewed at the Facility, whereas the Facility makes the final selection(s).
2. The Facility shall provide orientation for students beginning an internship experience.
3. The Facility shall be responsible for scheduling training activities for students.
4. The Facility shall be responsible for supervising students at all times while present at the Facility for internship experience.
5. The University and the Facility shall evaluate the performance of individual students as appropriate.
6. The Affiliate shall provide adequate supervision of students (and faculty, if applicable) at all times.
7. The Affiliate shall maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.
8. The Affiliate shall provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during the internship experience. Such treatment shall be at the expense of the individual treated.
9. The University shall establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to begin the internship training.
10. The State of Tennessee prohibits the University from providing, carrying, or maintaining commercial general liability insurance or medical, professional, or hospital liability insurance. Any and all claims against the State of Tennessee, including the University or its employee, for injury, damage, expenses, or attorney's fees shall be heard and determined by the Tennessee Claims Commission in the manner prescribed by law. Damages recoverable against the University shall be limited expressly to claims paid by the Claims Commission pursuant to T.C.A. Section 9-8-301 et seq.

E. Mutual Responsibilities – The parties shall cooperate to fulfill the following mutual responsibilities.

1. Each party shall comply with all federal, state, and municipal laws, advice, rules, and regulations which are applicable to the performance of this Agreement.
2. Students will be treated as trainees who have no expectation of receiving future compensation or future employment from the Affiliate or the University.
3. Any courtesy appointments to faculty or staff by either the University or the Affiliate, in connection with the internship program, shall be without entitlement of the individual to compensation or benefits from the appointing party.
4. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, handicap, sexual orientation, veteran status, or national origin.

The parties also agree to take affirmative action to ensure that students are treated during the internship (paid or unpaid) without regard to their race, religion, sex, creed, color, sexual orientation, handicap, or national origin. Such action shall include, but not be limited by the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

5. The confidentiality of the Affiliate's records and student records shall be maintained at all times.

F. **Miscellaneous Terms** – The following terms shall apply in the interpretation and performance of this Agreement.

1. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.
2. The delay or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.
3. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

IN WITNESS WHEREOF, the parties through their authorized representatives have affixed their signatures below.

Intern: _____

Date: _____

Company Supervisor: _____

Date: _____

Faculty Director: _____

Date: _____