

English 4640: Internship in English Final Report and Self-Assessment

Length: 6-8 pages, double spaced, plus writing samples, work log, and evaluation forms.

Required Components

The final format of your report is up to you. However, you should treat it as a “professional” document; in other words, present it as if you were including it in your professional portfolio (as you should consider doing anyway!). This report should include all of the following material (where relevant):

- A detailed description of the sponsoring facility or organization and the name and position/title of your immediate supervisors.
- A detailed description of your work as an intern: Where did you work—onsite, at home, or both? What were your average work hours per week? What were your assignments?
- A discussion of how previous courses in English (or any other discipline) were valuable to you in the completion of your duties. What skills/information did you find most helpful? What skills (if any) should receive greater attention in preparing future 4640 students for the internship experience?
- An assessment of how you have grown as a writer, teacher, tutor, or working professional as a result of the internship experience. What did you do well? What should you have done better? What would you change about the experience if you could? What did you learn about the field of professional writing as a potential career?
- A summary of your advice to future 4640 students. Possible topics: preparation for the internship semester, communication with supervisors, relationships with supervisors and/or paid employees, conflict resolution, professional behavior (including work attire), time obligations (such as balancing the internship with other courses, a paid job, and/or family responsibilities).
- A representative sample of any writing projects from the internship.
- A copy of your COMPLETE weekly work log for the semester.
- A copy of your supervisor’s final evaluation.

Due date: _____ , the final day of the spring semester; upload to the Assignments folder on Canvas.

Reminder: Remember to provide a Final Evaluation Form to your supervisor to be uploaded to Canvas or emailed to rkplwitz@memphis.edu. If your supervisor prefers to use an in-house form or document style to provide an evaluation of your performance, they are welcome to do so.