[English 464: Professional Writing Internship]

ENGL 464 is the professional writing capstone where students work outside the classroom with an company or organization to gain practical experience related to their English degree.

The internship is directed by both ENGL 464 instructor and the internship supervisor.

Requirements
This class has a Pass/Fail grading system. In order to pass, the following requirements must be met over the course of the semester:

- 180 hours of work a semester
  - Fall/Spring: 12-14 hours a week
  - Summer: 18 hours a week (10 week term)

Internship Supervisors are required to fill out:
- Contract
- Midterm Evaluation
- Final Evaluation

These forms are to be filled out WITH the internship supervisor.

Assignments
- Biweekly Journals – these are informal notes and observations about the tasks you do, the working environment, lessons learned, areas of improvement, etc.
  - These will be submitted mid-semester.
- Final Report – this is a formal report detailing the work you did over the course of the semester and what you have learned over the course of the semester.
- Samples from Internship – 2-3 pieces you worked on during your internship should accompany the final report.

Failure to submit any of these documents (including contracts and evaluations) will result in failing ENGL 464.

Expectations:
- Stick to your schedule.
- Dress appropriately.
- Overall, be professional.
  - You can be “fired” from an internship. And this means you will fail ENGL 464.