INTERNERSHIP--FINAL PAPER GUIDELINES
ENGLISH 4900

To receive credit for your internship, you must write a final report which analyzes your internship experience. The length of the paper will depend on the number of credits earned and the type of work completed. The paper should be from five to fifteen double-spaced pages (for three credits a five-page paper is usually required, in addition to samples of your work). The final paper should contain the following, not necessarily in this order:

1. A brief description of the job or position held and the objectives you completed; a short history of the organization, its goals, the organizational structure and how your job contributed to the total operation.

2. An honest appraisal of your working relationship with your supervisor and co-workers.

3. How your work experience has been of benefit to you. For example, what educational experiences did the work environment provide that are not available in a classroom setting?

4. The relationship between your academic major and the job you performed; how well your coursework prepared you for this experience.

5. Strengths and weaknesses you have discovered in yourself because of your internship experience.

6. How your experience has modified or confirmed your ideas and plans for a career, as well as your sense of workplace values.

7. Some specific objectives you would like to accomplish if you were to continue working in this organization.

8. How the English Department can be more responsive to your individual needs (additional courses, counseling services, other activities, etc.). Be specific.

9. Suggestions for the Internship Coordinator, faculty, and employer/supervisor to improve the experience of the internship.

10. Samples of your work from internship projects, if possible.

11. Total number of hours worked and total wages paid during the internship.

A subjective discussion of both the positive and negatives of the internship experience is encouraged. To further your willingness to be candid, you are assured comments will remain anonymous. Your paper is considered academic work. Therefore, the coordinator expects it to meet the writing standards set by the English Department. You are expected to complete and turn in your paper by the end of the semester you finish your internship (during finals week). Failure to do this will result in an "IF" on your transcript. If the paper is not received by the end of the following semester, the grade automatically becomes an "F." Note: Grades are given on a Pass/Fail basis only.

Turn your paper in to Linda Morse, Internship Coordinator, RWST 208. If Linda is not available, please give your paper to the receptionist in the English Office RBW 201.