

RUTGERS
NEWARK

Department of English Internship Program

360 Dr. Martin Luther King Boulevard ♦ Hill Hall, 5th Floor
Newark, NJ 07102-1801
(973) 353-5279 ♦ (973) 353-1450

- A. **General.** In cooperation with the Rutgers-Newark Career Development Center, the English Department offers academic credit for approved internships. Internships offer undergraduate students the opportunity to gain pre-professional experience in publishing, public relations and media related firms. Credit for approved internships will be granted through the courses numbered 350:458 and 459.
- B. **Academic Credit.** Three hours academic credit may be earned for the internship experience. Three credits of internship can be counted toward the English major as an elective.
- C. **Eligibility.** Juniors or Seniors (64+ credit hours), with a minimum grade point average of 3.0, are eligible to apply for internship credit.
- D. **Application Procedures.** Prospective student interns and the Internship Sponsor must complete and sign an Internship Contract.

After the Internship Contract is completed and signed by both the student and internship sponsor, the contract must be approved by the Career Development Center (CDC).

Upon approval of the contract by the CDC, submit the Contract to the Chair of the English Department for final approval in order to be permitted to register for the English course numbered 350:458 or 459.

Completed Contracts must be submitted for the Chair's final approval no later than Friday of the first week of classes for the Fall and Spring semesters. Applications for Summer internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

- E. **Work Plan.** Within two weeks after beginning an internship, students must submit a work plan to the Professor. The plan should describe specific tasks the intern will be performing throughout the semester. The work plan must be approved before academic credit can be awarded.

- F. **Internship Assessment.** The quality of internships – both the degree of professional experience gained by students and the quality of work they perform – will be assessed at the mid-point and the end of each semester. Interns will complete rating forms that document their experience (Midterm and Final Internship Rating). Employer supervisors will complete forms that rate intern performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of interns are considered in deciding whether intern performance warrants a satisfactory grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring agency.

Interns must submit a journal and an essay as specified in the internship contract before the end of the semester in which they are enrolled. At the discretion of the Undergraduate Program Director, an earlier date may be specified. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving an “F” for the course.

- G. **Restrictions.** Internships are intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively. That is, students may not apply for internship credit for work performed at some previous time. For example, a student may not request credit during the Fall semester for an internship completed over the previous summer.

Similarly, students may not receive internship credit for normal duties performed through pre-existing employment.

A maximum of three hours credit may be earned.

- H. **Internship Planning.** The Career Development Center offers numerous internships for English majors in diverse settings including publishing, public relations and media related firms. Please visit the Career Development Center and make an appointment to discuss obtaining internships.

DEPARTMENT OF ENGLISH INTERNSHIP PROGRAM INTERNSHIP CONTRACT

To Be Completed By the Student:

Student Name: _____ Student I.D.: _____

Major(s): _____ Minor: _____

Class Standing: _____

Address (residence and mailing address) during the internship: _____

City, State, and Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Name of organization: _____

Name of supervisor: _____

Supervisor's position: _____

Address: _____

City, State, and Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Web site: _____

Title and brief description of proposed internship experience: _____

Beginning date: ___/___/___ Ending date: ___/___/___ Hours: _____ (Per week or semester)

To Be Completed By the Employer (Internship Sponsor):

1. What are the nature and extent of the internship responsibilities?
2. What are the dates and hours during which the work will be performed?
3. What specific results are expected of the intern?
4. What professional and other skills do you expect the intern to develop?
5. What professional contacts will be available to the intern?
6. What resources will be available for the intern to use?
7. What issues, projects, or research will the intern be exposed to that relate to his/her studies to be used as possible topics for the research paper that is required?

APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience and accept the conditions listed in the internship guidelines.

_____/_____/_____
Employer Representative (Internship Sponsor) Date

_____/_____/_____
Student Date

The signatures below indicate that the internship has been approved, and are required before the student will be permitted to register for the relevant internship course.

_____/_____/_____
Career Development Center Counselor Date

_____/_____/_____
Chair, Department of English or
Faculty Supervisor, Department of English Date

Notes:

INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE INTERNSHIP SPONSOR / SUPERVISOR

Student's Name: _____

Department Assignment: _____

Time Period: _____

Please check the response that best reflects the individual's performance. Please use the General Comments section on the second page of this form to provide suggestions for the individual's career development and any other explanations you believe useful for an overall performance evaluation. To ensure candid evaluations, the student intern will not be shown the comments on this form.

Relations with others

- Works exceptionally well with others
- Works well with others
- Gets along satisfactorily with others
- Has some difficulty working with others
- Works poorly with others

Quality of work

- Excellent
- Above average
- Below Average
- Poor

Judgement

- Excellent in making decisions
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgement

Dependability

- Excellent
- Above average
- Below average
- Poor

Ability to learn

- Learns very quickly
- Learns quickly
- Average in learning
- Slow to learn
- Very slow to learn

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

Attitude

- Extremely interested and independent
- Very interested and independent
- Average interest and independence
- Below average interest and independence
- Definitely not interested and independent

Technical Skills

- Excellent
- Above average
- Average
- Below average
- Poor

Professional appearance and behavior

- ____ Excellent
- ____ Above average
- ____ Average
- ____ Below average
- ____ Poor

Overall performance

- ____ Excellent
- ____ Above average
- ____ Average
- ____ Below average
- ____ Poor

General Comments: (Explanations and “feedback” for the student’s career development).

Comment on the student’s performance. Would this individual be considered for a permanent position?

If you were to assign the student a grade, what letter grade would it be? Please circle one:

A B C D F

Supervisor’s Name and Title: _____

Signature and Date: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Please mail this evaluation to:

Chair, Department of English
360 Dr. Martin Luther King Boulevard
Hill Hall, Room 501
Newark, New Jersey 07102-1801

CAMPUS INTERNSHIP LEARNING AGREEMENT FOR SPONSORING EMPLOYERS

Name of Sponsoring Company/Organization: _____

Address: _____

Area Code + Telephone _____

Organization URL: _____

Name and Title of Supervisor for this Internship:

Name of Student Intern:

Contact information for Supervisor:

Direct Telephone _____ Business e-mail: _____

Internship Site Address [- if different than address of the employer -]:

Compliance with anti-discrimination and workplace safety statutes by Internship Sponsor/Site:

In accepting students for internships _____ understands that Rutgers Newark expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. _____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Employer Signature / Date

Career Development Center / Date

Faculty Supervisor / Date {- if applicable -}