**Academic Internships in English**

An academic internship differs from a career internship in the former’s focus on academic and as well as on-site (hands-on) work. In order to get academic credit for an internship, you will need to demonstrate competency at your on-site job as well as intellectual curiosity (and its follow-through in various assignments) about the work or the nature of the work done at the internship, then, seeks to merge the applied with the theoretical or the intellectual; it is thus understood to have divided focus: 50% hands-on work at the internship site; 50% academic work as defined by the Department of English.

The on-site piece of the internship is not arranged by the Department of English. UVM’s Office of Career Services has a great deal of information on internships in the Burlington area; students are also encouraged to find their own internship communities. The internship must be related in describable ways to the field of English studies.

Ideally, students interested in pursuing an internship for academic credit will have completed all the on-site arrangements for their internship well before the semester begins but definitely before the end of the add/drop period of the fall or spring semester. As with any course in the department, students will be denied registration to the internship after the add/drop period has ended.

**Note:** The department does not offer internship credit in the summer. Instead, a student wishing to do their on-site internship work in the summer will sign up for fall internship credit during the spring pre-registration (there are no exceptions to this). Once the application for the academic credit is approved by the instructor, the student will do their on-site work in the summer and complete the internship course (the academic part of the internship) in the fall semester. In many cases, a journal will be required as a part of the requirements for the course; this journal will be required as part of the academic requirements for the course; this journal will be kept during the summer.

**English Department Guidelines for all students interested in internship credit**

If you are seeking internship credit in English you must:

- Have Junior or Senior status at the time of the internship
- Be able to demonstrate the relevance of the internship to English studies
- Have completed 4 English courses at the level of 100 or higher
- Have a minimum GPA of 2.5
- Have an academic sponsor/adviser who is a member of the Department faculty
- Submit the internship proposal to the Director of Undergraduate Studies during the pre-registration period or by the second Friday of the semester (before the end of the add/drop period).
The internship proposal consists of two things: the form (which follows – please print it and fill it out) and a written proposal. The written proposal must do two things:

1) Explain the specific nature of the on-site work to be done and how it is related to the field of English studies.

2) Explain the nature of the academic work that will comprise the written work for the internship. (Typically, a student will keep a journal focusing on the internship experience as well as submit an 8-10 page analytic or argumentative essay on the experience, all of which is submitted to their Departmental advisor for evaluation).

According to College rule, a student is allowed to take up to 12 internship credits. No internship credits, however, may count toward the requirements of the English major (in other words, none of the 21 credits at the level of 100 or above that are required for the English major can come from English 191 or 192).

A 3-credit internship (a typical internship) will normally involve 10-15 hours/week of on-site work through the semester as well as regular meetings with your Departmental advisor and the submission of all written materials as outlined in your proposal.
Application for Internship in English

DATE_______________________
STUDENT_______________________________MAJOR____________________
E-MAIL ADDRESS____________________________________
CLASS_____ STUDENT ID#_________________ CURRENT GPA______________
SHORT DESCRIPTION OF INTERNSHIP (include contact name and contact number)

Previous internship credits awarded to the applicant:

Other courses enrolled in during the semester of this proposed internship

__________________ __________________
__________________ __________________
__________________ __________________

Academic Advisor’s Approval__________________ (signature)__________(date)
On-site Supervisor’s Approval__________________ (signature)__________(date)
Submission of written Proposal to Departmental sponsor ____________(initials and date)
Departmental Sponsor’s Approval__________________ (signature)__________(date)

Student’s agreement to plan of study outlined in Proposal:

__________________ __________________ (signature) ________________ (date)

This completed page, an attached Proposal, and a copy of your most recent transcript must be submitted to Professor Greg Bottoms, Director of Undergraduate Advising, by the first Friday of the semester. Professor Bottoms will contact you shortly after you have submitted the application to let you know the status of that application.

It will normally be assumed that an internship will carry 3 credits. Please include a full explanation if you are planning an internship of more than 3 credits.