

ENG 369/669: Master Syllabus

Student's name:

Director of Internships:

Semester/Year:

Number of credits:

Midterm Meeting: If you have a local internship, meet with the Director of Internships at least once during the semester to discuss your progress and your midterm progress report (see below). If your internship is outside of the local area, have a phone discussion at the midterm.

Midterm Report: The 2-4 page midterm progress report should include the following:

- Description of the type of work done so far in the semester.
- Most important project/event so far in semester.
- Skills you have used and/or developed so far in semester.
- Most frustrating and/or exciting aspects of your internship so far.
- Description of goals for the rest of the internship.

MIDTERM DUE DATE (End of 8th week of the semester):

Final Projects: You need to complete two assignments for the final project. You may also turn in any written work or other projects that you completed at the internship site that you think will be helpful in evaluating your performance.

1) Resume. First, you need to turn in a professional and updated resume. If you have not prepared a resume before, you may want to check with Career Services on campus or check their website for tips.

2) Final Report: Write a 2-4 page final report describing your internship experience, the nature of the work that you performed, and any major projects that you worked on or completed. Reflect upon the following:

- What you learned during the internship.
- What experiences you gained.
- How the internship will influence the way you think about your future professional and academic pursuits.
- Possible questions you might address:
 - How valuable was the internship?
 - To what extent did you utilize skills learned in your English classes or other university classes?
 - Did the internship influence how you conceptualize the relationship between your academic work and your professional life?

FINAL PROJECT DUE DATE (End of the 15th week of the semester):

FINAL GRADE: Your grade will be determined by the Director of Internships after reviewing all of the assigned materials as well as the midterm and final evaluation from your work-site supervisor.