

# English Internships Program: Work Site



BALL STATE  
UNIVERSITY.

## **Experiential education:**

Ball State University recognizes the importance of providing students with work experiences that supplement, enhance, and utilize the background of a student's chosen field of study.

The English department's internship program provides an opportunity for students to meet the following goals:

- Gain work experience to prepare them for careers in their chosen field of study.
- Expand technical abilities and enhance their professional development.
- Interact with professionals in their field.

These goals would be impossible without the partnership of businesses and organizations that also recognize the benefits of internship programs. These benefits include:

- Gaining fresh ideas, new enthusiasm, and the latest research in the field.
- An opportunity to evaluate the student intern's work performance and potential before considering the person for a permanent position.

## **Setting up an internship:**

Follow these 3 easy steps:

1. Determine that you can involve the intern in appropriate work experiences for an English major or minor or graduate student. These may include any aspect of writing or research.
2. Create a job description outlining the duties and responsibilities of the intern.

3. Complete the Internship Agreement form provided by your future intern. This form allows the student to register for credit for the internship.

### **How long do internships last?**

Details will be finalized by you, your intern, and the Director of Internships. Generally, interns work for 10 or more hours a week for a 15-week semester, 20 or more hours per week for a 10-week summer term.

### **Work site responsibilities:**

In order to ensure a successful internship experience for all involved, the participating employer will agree to the following responsibilities.

#### Assignments:

1. Design activities that permit the intern to apply skills learned in the English classroom (researching, critical thinking, and/or professional writing).
2. Provide supervision from qualified personnel.

#### Communication:

1. Provide an accurate job description. Attach this description to the Internship Assignment form and give them to your student intern or mail them to the English department.
2. During an orientation session, provide the student intern with written policies, procedures, rules and regulations of the job-site.
3. Evaluate the student in assigned tasks, duties, and responsibilities.
4. Discuss any problems or concerns with the intern's faculty supervisor in a timely manner.
5. Complete a Midterm Progress Report of the intern's working-and-learning experiences. Mail or fax this to the Ball State English Department.

6. Conduct a Final Performance Evaluation of the intern's work.  
Mail or fax a copy to the English Department.

Workplace:

1. Provide reasonable accommodation to the intern.
2. Provide a safe environment.
3. Provide the necessary tools and equipment for the intern to perform any assigned tasks.
4. When appropriate, permit the Internships Director to visit the student at your worksite.