**INTERNSHIP CHECKSHEET**

**(ENGL 499, LING 499, COMM 499)**

**Requirements:**

\_\_\_\_ junior or senior standing

\_\_\_\_ may not apply more than three credits toward an ELC major (English, English: Creative

Writing, or Communication and Digital Studies)

**Submit the following to the ELC Internship Coordinator (Dr. Paul Fallon for 2017-2018):**

\_\_\_\_ Printed Four-page Academic Internship Contract with appropriate signatures

(available at https://www.umw.edu/careercenter/students/internships/)

\_\_\_\_ Brief written proposal, to include the following (see sample on ELC website):

\_\_\_\_ significant learning experience the internship will provide you

\_\_\_\_ education or experience that prepares you for this internship, including relevant

previous course work

\_\_\_\_ why the internship is appropriate to sponsorship by the ELC Department

\_\_\_\_ academic content of the internship credit. (Note: University policy specifies that

this must be in addition to the work done for the internship itself. Thus a portfolio of work written or produced during the internship is not sufficient. The academic component will usually include several of the following or an appropriate substitute: a journal submitted regularly to the faculty sponsor, a reflective essay or a research essay completed at the end of the internship, a series of interviews with people working in the relevant career field, a presentation to an appropriate university or public audience such as the ELC Department's Kemp Symposium.)

\_\_\_\_ length and relative grade weight of all writing assignments

\_\_\_\_ frequency of meetings with the advisor

**Deadline for submission to the Department is 5 p.m. on the Thursday of the first week of classes. See the ELC webpage for full details.**

(http://cas.umw.edu/elc/elc-programs-and-related-information/guidelines-for-internships/)