



The Writing Internship Program

DEPARTMENT OF ENGLISH
THE UNIVERSITY OF CONNECTICUT

Internships are attracting wide interest today in the American university. Students who are getting highly specialized educations—in Accounting or in Marketing—have always used internships as part of their training. Recently, students in English and the other Humanities disciplines have begun doing internships too. Studies in the Humanities prepare students to meet a wide variety of situations, and internships allow students to demonstrate that the cognitive and communication skills they have been honing in college are valuable outside the academic environment.

INTERNSHIPS ARE VALUABLE TO ENGLISH MAJORS IN OBVIOUS WAYS:

1. Interns develop new, non-academic writing skills.
2. They assemble portfolios of writing done professionally.
3. They meet people who help them in their careers.
4. They use internships to test alternative career choices.
5. They use internships to enrich the job listings on their resumes.

297: These are the simplest facts about the University of Connecticut's English
The Writing Internship.

- a. Grade: Satisfactory or Unsatisfactory (the grade is not used in calculating the GPA).
- b. Variable Credit: Depending on the hours worked, from one to six credits per placement.
- c. Repeatable: Students may repeat English 297 with no more than eight credits in the same placement.
- d. English Major: Up to three credits of English 297 may be counted towards the major.
- e. Graduation Requirements: Up to six credits may be counted.

These are writing internships, it should be emphasized, not general office-work or data-entry or make-the-coffee (or marketing or bookkeeping, etc.) internships. There is a good internship for every student in the Humanities, even those whose eyes are fixed on graduate school. But, of course, each student will find some internships more attractive than others. Since writing internships come in a wide variety of types and locations and since many businesses and institutions are actively seeking people who will do writing internships, interested students almost always find a valuable placement.

SHOULD YOU REGISTER FOR A WRITING INTERNSHIP?

Students drawn to careers as writers are the first to think of internships. They look for placements in museums, businesses, theaters, magazines, etc. They experiment with research, or with public relations, or with report writing, or with one of the many types of editing involved in publishing. Sometimes they do one internship one semester and a different internship the next.

Students who do not seek careers as writers do also register for writing internships but for somewhat different reasons. They want their resumes to show that, along with their other talents, they also have done some writing in a professional environment. They feel-with some justice-that a writing internship will show recruiters that they do have excellent communication skills.

THE APPLICATION PROCESS

We need the following:

1. A completed application form, which must include your e-mail address. It is necessary that you have an e-mail account. The University provides one for every student, but it must be activated.
2. A copy (official or unofficial) of your transcript.
3. A one-page letter telling us the sorts of internships that interest you, the sorts of experience you have had that might be relevant, and what you think you might gain from an internship.
4. A short paper (5-10 pages) that you wrote for one of your courses.
5. Three letters of recommendation from teachers who have had you in their classes. The letters are, in fact, checklists that allow your referees to offer support with a minimum of effort which speeds up the evaluation process. You should leave the recommendation forms with your teachers who should return them to the internship director.
6. A personal interview with the internship director, to which you should bring the application form, your letter, your paper, and the transcript.
7. A personal interview with the non-faculty supervisor of your writing internship.
8. Two signed contracts that make plain for you, your supervisor, and the internship director a) the kinds of writing you will be doing during the internship and b) the number of hours you will be working.

CHOOSING AN INTERNSHIP:

- Most students choose placements from our own extensive list of supervisors and institutions that are seeking majors in English and other Humanities.
- Some students find their own placements.
- You can more easily arrange a good ratio between travel time and work time if you free some of your days of other classes: e.g., arrange a MWF or a TuTh or an all-mornings class schedule. You will want to make as few trips back and forth each week as possible.
- A few students are lucky enough to find placements near their home towns.
- Though this is not always possible, usually students find it helpful to talk with people who have done the same internships recently.
- Students who do not have a reliable car choose a campus or a Willimantic placement: e.g., School of Pharmacy (on campus), or Curbstone Press (in Willimantic via bus).
- The number of academic credits you receive depends upon the total number of hours you work at the internship placement during the semester. The total number of hours you work during the semester must satisfy the credit requirement

COMPUTING CREDIT HOURS:

42 hours	=	3 hours per week for 14 weeks	=	1 academic credit
84 hours	=	6 hours per week for 14 weeks	=	2 academic credits
126 hours	=	9 hours per week for 14 weeks	=	3 academic credits
168 hours	=	12 hours per week for 14 weeks	=	4 academic credits
210 hours	=	15 hours per week for 14 weeks	=	5 academic credits
252 hours	=	18 hours per week for 14 weeks	=	6 academic credits



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