Internships are attracting wide interest today in the American university. Students in highly specialized undergraduate programs—Accounting or Marketing—have always used internships as part of their training. Internships have now become standard for students in English and the other Humanities disciplines. 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 OBLIGUS WAYS:**

1. Interns develop new, non-academic writing skills.
2. They assemble portfolios of professional writing for future interviews.
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.

These are the simplest facts about the University of Connecticut’s English 3091: 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 3091 with no more than eight credits in the same placement.

d. **English Major:** Up to three credits of English 3091 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 valuable internship for every student in the Humanities, even those whose aim is on graduate school. But, of course, each student will find some internship positions 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 writing interns, interested students generally 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 seek placements in museums, businesses, theaters, magazines, and so forth. They experiment with research or public relations or communications writing or with one of
the many types of editing involved in publishing. Sometimes they work in an internship for one semester and then choose a different kind of internship the next semester.

Students who do not seek careers as writers may also register for writing internships because they seek professional experience and they want their résumés to show that, in addition to their other talents, they have worked as writers in professional environments. A writing internship will show that a job applicant has strong communication skills and has gained significant professional experience.

**THE APPLICATION PROCESS**

To be considered for a placement, an applicant should submit the following materials to the Director of the Writing Internship Program:

1. A completed application form (available online).
2. A copy (official or unofficial) of the current transcript.
3. A one-page letter describing relevant experience, expectations from an internship, and preferred internship placements.
4. A short academic paper (5-10 pages); newspaper articles may also be submitted.
5. Three recommendations from instructors who know your best academic work. The recommendation form is available on this website. Instructors should return the completed form directly to the internship director.

Once the internship director has these materials, you should arrange the following:

6. A personal interview with the internship director. You may bring the application, letter, paper, and transcript to the interview.

This meeting will consider your best internship options and set up the process for securing the internship.

The final parts of the process:

7. A personal interview with the field supervisor of your writing internship.

You and the field supervisor will then complete the following:

8. Two signed contracts that clarify 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.
9. Once the contracts are submitted, you will be given a permission number.

**CHOOSING AN INTERNSHIP:**

- Most students choose placements from our own extensive list of supervisors and institutions seeking English majors and others in Humanities disciplines.
- Some students find their own placements.
• Students will more easily arrange a good ratio between travel time and work time with some open blocks of time: arrange a MWF or a TuTh or an all-morning class schedule for as few trips as possible to the internship.
• A number of students find placements near their home towns.
• Although not always possible, students find it helpful to talk with former interns for information about their internship experiences.
• Students without a reliable car choose a campus or local placement: School of Pharmacy (on campus), Von der Mehden, or others.
• The number of academic credits an intern receives depends upon the total number of hours worked at the internship placement during the semester. The total number of hours during the semester must satisfy the credit hour requirement.

**Computing Credit Hours:**

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