

## Application Process for ENGL3398, Internship

### Step 1

Write a proposal for this internship that provides the following items:

1. Specify the **type of internship** (writing, editing, etc.); **place and address** of internship; **name of internship contact** (person at the place of work who will oversee the internship); and **number of internship credits** for which you are applying (3 or 6 semester hours' credit\*<sup>see item 3 below</sup>).
2. Provide a **brief description of your proposed internship duties** and your **proposed learning outcomes** from this internship
3. Indicate the **number of hours per week that you will work at the internship:**
  - a. **12-15** hours per week for **3** semester hours' credit, spring and fall semesters (16-week semester); **24** hours/week for summer semester (8-week semester)
  - b. **24-30** hours per week for **6** semester hours' credit, spring and fall semesters (16-week semester); **48** hours/week for summer semester (8-week semester)
4. Provide a schedule of due dates that indicates the work you will submit to the Internship Coordinator / Supervisor:
  - a. **Reflective journal entries** e-mailed biweekly (twice monthly) to the **Internship Coordinator ([mwalter1@kennesaw.edu](mailto:mwalter1@kennesaw.edu))** --these entries should be your responses to the tasks being performed, how well the work is progressing, things you are learning, etc.; no page limit but should be 1-2 pages, typed, double-spaced as a minimum.
  - b. **List of print deliverables due at midterm**—these can be written materials, edited materials, Web pages, etc.
  - c. **List of print deliverables due during the final** week of classes (before final exams begin) —these can be written materials, edited materials, Web pages, etc.

### Step 2

Submit your proposal as early as possible, preferably before the current semester ends, to the **Internship Coordinator, Dr. Margaret Walters**, either via e-mail [mwalter1@kennesaw.edu](mailto:mwalter1@kennesaw.edu) OR by dropping off a print copy to HU116 or HU222 (English Department main office).

### Step 3

Once your proposal has been approved, the Internship Coordinator will notify you by e-mail that your signed internship form is ready for pick up from the mail holder outside her office (HU 116).

**NOTE:** You are responsible for taking the form to the Registrar's Office to officially register for an internship once semester registration has opened. You can register for an internship until the last Drop/Add date for the semester in which you will do the internship.