

**THIS PAGE IS FOR STUDENTS TO KEEP—  
PLEASE RETAIN FOR YOUR RECORDS**

Students' Responsibilities During Internship

You are required to perform the duties included in your internship job description (if these aren't perfectly clear to you, it is your responsibility to ask your faculty and on-site sponsors for clarification.) Aside from faithfully reporting for work and performing your duties, you have other responsibilities during the internship period as well. Though you will be working at the site of the business or non-profit you are interning with, you are required to **maintain contact** with your faculty sponsor. This consists of sending weekly emails that describe in a detailed summary the work you've done that week and confirm your presence at the internship site. Weekly reports are required of every intern, even if the work the intern is doing does not change substantially. Please note that this enables the English Department to ensure that you are doing the work you agreed to do. The emails provide a record that will help you when it is time to write your paper; the faithful execution of this duty will be figured in to your final grade.

Final Paper for Internship

Each student must also produce as a final summarizing exercise a paper that describes his or her experiences as an intern. This paper will focus on exploring the ways in which the skills that the student developed in English classes were utilized in the internship.

Please feel free to talk at length about the expectations you had going in to the internship, and the ways in which these expectations were or were not met. Discuss the ways in which you felt your work as an English major prepared you for your work in the "real" world, and the ways in which you found yourself having to adjust or modify the skills you learned in classes to apply them to the tasks you performed in your working environment. Please also talk at length about the work itself, the analytical and research tasks you were asked to perform, and even the interpersonal dynamics or challenges you were confronted with. In other words, this paper needs to be a comprehensive analysis of your work experience, and needs to detail the ways in which the internship helped you to make the transition from the realm of school (the realm of preparation), to the realm of work (the realm of application).

The paper is due at the end of the semester (by the beginning of the exam period) and should be 10 - 15 pages in length, double-spaced, proof-read, etc. Please be aware that the paper will go into a permanent file on internships; this means that your work will be available to students, professors, and administrators to read, and will aid us in assessing the effectiveness of the intern program generally, as well as your particular internship.

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Department of English  
Oakland University

**Request for English 491:  
Internship in English**

Name \_\_\_\_\_ Grizzly number \_\_\_\_\_  
Class \_\_\_\_\_ Major \_\_\_\_\_ Total credits in English \_\_\_\_\_

Are at least eight (8) of your English credits at the 300-400 level? \_\_\_\_\_

Semester and Year Internship is to be taken \_\_\_\_\_

**Internship site:**

**On-site supervisor of intern:**

NOTE: If your internship is **not** an in-house internship set up by the English Department, please provide (on a separate sheet of paper) an outline of the proposed internship in detail. Describe duties, expectations, schedule, assignments, and ways you will apply your skills in writing, reading, and/or analysis. Please also ask an Oakland University faculty member to provide a reference addressed to the Internship Coordinator (unless the Coordinator has already been consulted about said internship).

\_\_\_\_\_  
Student Date

APPROVALS:

\_\_\_\_\_  
Sponsoring Faculty Member Date  
(if different from coordinator)

\_\_\_\_\_  
Internship Coordinator Date

\_\_\_\_\_  
English Department Chair Date

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MEMORANDUM

TO:

FROM: Prof. Annie Gilson,  
Internship Coordinator

SUBJECT: Expectations and Responsibilities

Please sign below, indicating that you have read this memorandum and understand your responsibilities as an intern receiving credit for English 491:

I understand that, as an intern, I am expected to work enthusiastically with my on-site supervisor. I will set up a schedule as soon as possible, and I will be on time for all scheduled activities. I understand that it is my responsibility to keep my sponsoring faculty member informed on a regular basis about my work as an intern, through *weekly* emails (even if that means I provide repeat information several weeks running). I realize, too, that if difficult conflicts arise at my workplace, I should consult immediately with the English Department's internship coordinator and seek a resolution to the matter.

I know it is important that I *not* communicate any proprietary information that I learn in the course of my duties as an intern to anyone else.

I also realize that, as an intern, I am serving as a *de facto* ambassador for Oakland University and its English Department, and I will represent them to the best of my abilities.

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(Signature)

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(Date)