INTRODUCTION

Internships are extremely important for students pursuing careers related to English studies. Our internships provide English majors with practical career opportunities in venues that allow them to apply skills learned in the classroom. The Department of English has developed a diverse internship program that allows students to gain practical experience in a wide range of settings.

Internships for credit are subject to the policy guidelines set forth in this handbook. Students must first meet the eligibility requirements to qualify for admission to the English Internship Program. Enrollment in ENG 4940: English Internship is a privilege reserved for majors who distinguish themselves as above-average students. The Department is able to provide better quality placements because employers are interested in carefully pre-screened candidates. Students are evaluated on the basis of academic merit, and limited enrollment allows for careful internship supervision.

Please read this handbook carefully; it contains important information that student interns will be held responsible for knowing.

ELIGIBILITY REQUIREMENTS

Please note that the following requirements reflect departmental policy for internships. Students not meeting ALL of these requirements should not apply.

1) The student must be an English major at Florida Atlantic University.
2) The student must be of junior or senior standing.
3) The student must be residing in Florida and available for frequent on-campus meetings at the university.
4) The student must have no less than a 3.00 overall grade point average AND a 3.00 in the English major.
5) The student must submit one letter of recommendation from an FAU English faculty member from whom s/he has taken a course. The recommendation should be emailed from the faculty member directly to the Internship Director.
6) The student must meet with a career advisor from FAU’s Career Development Center to have their resume reviewed. A final copy of the students resume must be signed off by the Career Development Center and submitted with the application. The final copy of the resume must earn a score of 36 or higher on the Career Development Center Resume Rubric.
7) The student must attend a mandatory workshop on Professionalism offered by the English Department. Time and Day TBA

* Please note: Some of our internship agencies require a cover letter and writing samples.

APPLICATION PROCEDURE

1) Fill out and submit the completed application form and the signed legal waiver for the Director’s review. You must also submit an approved resume by the Career Development Center. In order to receive an approved final resume, you typically will need to work on anywhere from three to five drafts with a career advisor, so it is imperative for you to plan accordingly when completing the application.

   The application and all materials must be submitted by the posted deadline for Fall, Spring and Summer.

2) Once your application has been verified and approved, the Director of the English Internship Program will contact you to schedule a meeting.
3) During the meeting with the Director, professional objectives and placement opportunities will be discussed. You will be given information on contacts for possible placements and interview introduction forms.
4) Schedule and complete a Mock Interview with the Career Development Center.
5) The student will coordinate and schedule interviews with one or more agencies. Once a student interviews with a particular placement, s/he must contact the Director of the Internship Program advised regarding the status of the placement.
6) Upon successful completion of an interview, the internship agency will email the Director of the Internship program and formally acknowledge their acceptance of the student as an intern. Following the receipt of this official notice, the Director will sign an add/drop form, which the student will submit to the Office of the Registrar in order to enroll in the English internship course, ENG 4940.
CREDIT, ARRANGING PLACEMENT, AND ASSIGNMENTS

OBTAINING AND USING INTERNSHIP CREDITS:

Eligible students may be enrolled for one (1) section of ENG 4940: English Internship as an additional course to the English major requirements. Each student approved for an internship must provide the Director of the program with an add/drop form in order to register for this program. This course may count towards the 120 credits required for the B.A. degree.

Student may only obtain one (1) placement per semester. Furthermore, the Dorothy F. Schmidt College of Arts & Letters considers fifteen (15) credit hours of academic coursework, including the 3 credit hours of the internship course, to represent a substantial semester load. Students taking internship credit should not exceed this 15-hour limit, unless the student requests and receives special approval by the Director of the English Department Internship Program.

PAID INTERNSHIPS AND ARRANGING INTERNSHIPS AT CURRENT PLACE OF EMPLOYMENT:

Internships are intended to represent new learning experiences. They are also intended to involve the student in the complete employment process. Students are thereby strongly encouraged to choose their internships based on the perceived value of the learning experiences. However, internships cannot involve monetary payment of any kind and as a rule, the internship program does not approve paid internships. Additionally, internship credit is not given for current or past employment activities. Furthermore, internship credit is not given retroactively for previous internships that the student may have completed.

STUDENT ARRANGED INTERNSHIPS:

Occasionally, students become aware of an internship opportunity that is not part of Florida Atlantic University’s current agency pool. If a student is interested in arranging her/his own internship, this must be done one semester prior to the start of the internship. In order to give the Director of the English Internship Program sufficient time to assess the placement. Students may only arrange internships with agencies willing to take on other FAU student interns at a future time. All internships must be arranged and performed within the South Florida area. Students may NOT arrange internships at family-owned agencies.

ASSIGNMENTS:

Because students receive academic credit for internships, the English internship course requires that certain set of assignments be completed and that corresponding deadlines be met on time:

1) Once a student is approved for an internship by an agency, s/he should arrange a meeting with her/his supervisor to formalize a “Program of Internship Activities Syllabus” (attached). This form should be returned to the Director of the Internship Program during the first few weeks of the internship semester. If the student or the supervisor has any questions about the content of the syllabus, the Director of the Internship Program should be contacted for clarification. This “Syllabus” is designed to provide a structure for the internship. It represents a contract between the student and her/his supervisor. The student and supervisor must establish specific objectives to be accomplished during the internship and adhere to them as closely as possible. The “Syllabus” must also provide a detailed timetable of the days per week and the number of hours per day that the intern is to spend at the internship site (the student should be assigned to a total of 12-15 hours per week at the agency during the fall/spring semester, and a total of 15 hours per week during the summer semester). Agencies are also asked to provide criteria for evaluating the intern’s performance (please see the midterm and final evaluation forms attached to this handbook).

2) The timetable of the internship should correspond with the semester timetable of the University. The summer semester for internships runs from May until August, so students should be enrolled for the full Summer “C” term, not for Summer “A” or “B.”

3) At the midpoint in the semester, the student should arrange a midterm conference with the Director of the Internship Program. At this time, the student will turn in her/his completed midterm evaluation (attached). The Director will also contact the agency supervisor at this time to assess the intern’s progress. The agency supervisor will also submit a midterm evaluation of the intern by faxing the form to FAU’s English Department office.
4) Student must select a **FINAL PROJECT** from the options listed below. The option selected must be the one that is most appropriate for the current internship. The student makes her/his selection **in consultation with** the Director of the Internship Program. Options may be modified or combined **with the approval of** the Director of the Internship Program. The options are:

   a. The student assembles a **portfolio containing samples of work completed** during the internship. There should be a Table of Contents pages showing how the materials are arranged and an introductory overview statement describing the contents of the portfolio. The portfolio could include: *articles written or edited; correspondence written or edited; press releases written or edited; scripts written or edited; descriptions of interviewing assignments conducted; descriptions of research assignments conducted; descriptions of any other relevant activities that constituted a source of learning.*

   b. The student keeps a **detailed daily journal** of her/his work activities. The journal must be kept up to date and contain the following information: *date and time of each entry; detailed descriptions of the work assigned and completed that day; description of any activities essential to the completion of work assigned; descriptions of any interactions with co-workers or with supervisors that seem relevant; notes on your personal strengths and weaknesses in relation to the tasks assigned; and reflections on the knowledge or skills you are acquiring through the internship involvement.* The journal should **not** simply be a listing of day-to-day duties. It should be a thoughtful integration of the student’s experiences with her/his learning objectives, showcasing the student’s critical thinking skills. All journal entries should be typed using **double-spaced, 12 point Times New Roman font** and with **1-inch margins**, and arranged in a **folder or binder**.

   c. If, and only if, the entire internship is geared towards the production of **one very specific product**, the student can utilized this option for the final project. The option will be specifically tailored to meet the needs of a student intern and agency when necessary. An example might be if a student was involved in a **complete production** of a newsletter, a magazine, or a video. S/he could submit the finished product for her/his final project.

5) **Students must turn in their final evaluation forms along with their final projects no later than three (3) days before the end of the Final Exam period for the semester.**

**GRADING CRITERIA:**

Internships are evaluated according to the following point system to insure that work is completed in a timely manner.

I. **50% evaluation by the Director of the Internship Program for the Department of English** based on the following point system.

   **Program of Internship Activities Syllabus (total of 5 points)**—Students should realize that “Syllabus” serves as a basis for evaluating the quality of the learning experiences. If the Director of the Internship Program reviews the “Syllabus” and finds the quality of it lacking, the Director has the right to renegotiate the learning activities or to remove the student from the internship. This underscores the importance of the early submission of the “Syllabus.” The student MUST turn in a completed “Syllabus” prior to the end of the University’s drop/add period in order to earn these five (5) points.

   **Midterm Conference (total of 5 points)**—Students will receive five (5) points for arranging a midterm conference with the Director of the Internship Program during the seventh or eighth week of the semester. Students contacting the Director for a conference in the ninth (9) week of the semester will receive three (3) points. Students scheduling conferences after the ninth (9) week will receive NO POINTS.

   **Student and Supervisor Midterm Evaluations (total of 10 points)**—Midterm evaluations must be turned in by the seventh or eighth week of the semester. Students will receive five (5) points EACH for their own self-evaluation and for the evaluation submitted by the agency supervisor. Students will receive three (3) points for evaluations submitted after the eighth week and NO POINTS for evaluation submitted after the ninth week. It is the intern’s responsibility to make sure that the supervisor has received, completed, and
submitted the midterm evaluation; however, the intern will not be penalized if the supervisor received the forms in a timely manner and is at fault for a tardy submission.

**Internship Final Project (total of 20 points)**—Students must turn in final projects in a binder or folder at least three (3) days before the end of the Final Exam period for the semester. Projects turned in after this time will not be accepted and given a grade of “F,” unless prior arrangements have been made with the Director of the Internship Program. Projects will be evaluated based on their quality and completeness.

**Student and Supervisor Final Evaluations (total of 10 points)**—Final evaluations must be submitted to the Director at least three (3) days before the end of the Final Exam period for the student to receive these points. Late supervisor evaluations will result in student receiving a grade of “Incomplete.” Once again, students will not be penalized when tardy final evaluations are the fault of the supervisor, unless the supervisor reports that the student did not provide the proper forms in a timely manner.

**II. 50% evaluation by the Agency Supervisor.** All supervisors will be asked to provide students with criteria for excellent, satisfactory, and unsatisfactory performance. These criteria may be based on, but not limited to, the following:

1. Regular, prompt attendance at the workplace as scheduled;
2. Positive attitude towards associates, supervisors, and work assignments demonstrated by:
   a) eagerness to learn new skills and information
   b) preparedness to respond flexibly to emergent employer needs
   c) willingness to take direction
   d) readiness to assume responsibility,
   e) openness to take criticism constructively, and
   f) keenness to work cooperatively and in collaboration with others.
3. Timely, accurate completion of all work assigned at the workplace, reflecting thoughtful and careful effort demonstrating concern for content quality.
4. A professional appearance (including such factors as dress, grooming, and hygiene) as well as acceptable verbal and non-verbal behavior in the workplace.

Supervisors will be asked to give a letter grade at the midterm, but will be asked to assign the student at a final point total (1-50) at the completion of the internship, based on the following scale:

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<tr>
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<td>47-50</td>
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<td>37-38</td>
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<tr>
<td>A-</td>
<td>45-46</td>
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<td>B+</td>
<td>44</td>
<td>D+</td>
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<td>39</td>
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<td>29 and below</td>
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The student’s final grade for the internship will be based on the following scale:

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<td>A-</td>
<td>90-92</td>
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<td>70-72</td>
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<td>B+</td>
<td>88-89</td>
<td>D+</td>
<td>68-69</td>
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<td>83-87</td>
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<td>63-67</td>
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<td>B-</td>
<td>80-82</td>
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<td>60-62</td>
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<tr>
<td>C+</td>
<td>78-79</td>
<td>F</td>
<td>59 and below</td>
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CONCLUSION

While internships are a tremendous benefit to the students, there are a number of potential risks to both the student and the University. The intern is not expected to serve as a “gopher,” and “expert,” or a “volunteer.” The College of Arts and Letters and the Department of English are concerned that all interns be treated with respect and that their educational experience receive the utmost priority. It is understood that certain professions require employees to do a reasonable amount of clerical work (i.e. emailing, photocopying, FAXing, stuffing envelopes, etc.). However, these tasks should not represent the bulk of the student’s internship experience. From time to time, there have been reports of exploitation of student interns. The Director of the Internship program reserves the right to terminate the internship of any student where suspected exploitation and/or harassment is taking place. Students are strongly encouraged to report any type of exploitative or harassing behavior to the Director. Examples of this type of behavior might include: being asked to do additional tasks unrelated to the internship, pressure being placed on the intern to develop personal relationships with the agency supervisor or other members of the agency, or any type of sexual innuendo or overture being made towards the student by an agency supervisor or any of the agency members.

At the same time, students should realize that while they are participating in the internship program, they represent Florida Atlantic University, the Dorothy F. Schmidt College of Arts and Letters, and the Department of English. The opportunities available to succeeding students depend on the record of diligence, achievement, and good will achieved by current interns. Students are encouraged to be particularly selective when choosing an internship agency. However, once a student assumes the responsibilities of being an intern at an agency, s/he should see the internship as a priority commitment. Many times, students drop classes when their schedules get too busy; dropping an internship, however can have severe consequences for the University and subsequent students interested in a particular agency. Such an action can also create a hardship situation for the internship agency. Students behaving irresponsibly at internships will forfeit their privileges to procure future internships through the Department of English and the College of Arts and Letters.

Students are encouraged to maintain regular contact with the Director of the Internship Program who will be available to discuss concerns related to the internship. If problems develop during the internship, they should be reported to the Director immediately.
Application for Admission into the English Internship Program

Contact Information
Name:____________________________________
Student ID: Z______________________________
Local Address:____________________________________
Permanent Address:____________________________________
Home Telephone:_____________ Work Telephone:_____________
Email Address:_____________ FAU Email Address:_____________

Academic Information
Year in School:___________ Major:___________ Minor:___________

Please list the courses you have completed in English.

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<th>Course Number</th>
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As a prospective intern, what type of placements interest you most? Please list either general areas of career interest or any specific placement in which you may be interested.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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_________________________________________________________________
Briefly comment on your career objective. What kinds of skills do you excel at and how do you envision your career plans? With the internship as a learning experience, what types of skills do you plan on developing further?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you already held an academic, unpaid internship position? If so, where? What were your responsibilities?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you had any non-academic experiences that might qualify you for an internship? Feel free to reference volunteer or paid employment experiences.

________________________________________________________________________

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________________________________________________________________________
PLEASE PROVIDE YOUR EXPLANATIONS IN THIS SPACE (Attach sheets if necessary)
Please sign and return the following waiver form with your application.

FLORIDA ATLANTIC UNIVERSITY
DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS
DEPARTMENT OF ENGLISH

CONSENT AND RELEASE

I, the undersigned, wish to participate in a Florida Atlantic University internship program arranged by the Florida Atlantic University (FAU) Department of English (the Department). I state that I am eighteen years of age or older and I am a fully matriculated FAU student. I understand and agree that my participation in the internship program (the Program) is entirely voluntary and in no way constitutes employment with FAU, the State of Florida, or both. I also understand and agree that as an intern I will not be entitled to unemployment compensation based upon any internship employment period.

I state that I am solely responsible for my own participation in the Program and for my own physical well-being. I willingly and knowingly assume for myself, my heirs, family members, executors, administrators and assigns, all risk of physical injury, accident, or death, and any property loss of any kind which may occur before, during, or after my participation in any aspect of the Program. Being aware of risks inherent in the Program activities, I nonetheless voluntarily choose to attend and participate in the Program activities, and I assume all risks arising out of them, including travel to and from the various Program locations.

In exchange for permission to participate in the Program, I release, acquit, forever discharge and waive any claims which I may have against the State of Florida, the Florida Board of Regents, Florida Atlantic University, the Department and their respective employees, officers, and agents of any and all of the foregoing, and I hold them free and harmless of and from all actions, causes of action, claims, damages, and costs arising from and accruing to me on account of any and all accident or injury to me, or death, or loss of any property of any kind directly or indirectly sustained by me as a consequence of my travel to and from, and my participation in any aspect or activity of the Program.

I have read and understand the provisions of the foregoing Consent and Release document and do freely accept its terms.

__________________________________________
Signature of Participant

__________________________________________
Date

__________________________________________
Print Name of Participant
This contract must be reviewed and signed with the Director of the English Internship Program.

**ENGLISH INTERNSHIP CONTRACT**

I, the undersigned, have read the Internship Handbook in its entirety, and will be held to the terms and conditions set forth by the Department of English Internship Program.

Please initial next to each term and condition

___ I understand that once I assume the responsibilities of being an intern at an agency, the internship will be a priority commitment.

___ I understand that I must conduct myself in a professional manner during my internship.

___ I understand that my lack of professionalism and poor conduct can have severe consequences for the Department of English and subsequent students interested in a particular agency.

___ I understand that the internship is not a traditional course, and that it provides unique opportunities AND responsibilities.

___ I understand that I am expected to stay enrolled in my internship for 16 weeks during the Fall or Spring semester, and 12 weeks during the Summer semester.

___ I understand that I must speak to the Director of the Internship Program immediately if any issues arise at the agency during the time of the internship.

___ I understand that the department is committed to my success at the internship, which makes it crucially important that I speak to the Director immediately if issues of concerns arise.

___ I understand that if I wish to drop/withdraw from the internship, I must consult with the Director of the Internship Program beforehand. Such an action can create a hardship situation for the agency.

___ I understand that I need to formalize a Program of Internship Syllabus with the site supervisor prior to beginning the internship and that a copy of the syllabus must be given to the Director of the English Internship Program.

___ I understand that my site supervisor and I must complete a midterm and final evaluation. I must turn in my evaluation to the Director of the English Internship Program, and my site supervisor must email, fax, or mail their evaluation to the Director.

___ I understand that poor attendance is not acceptable and that I must abide by the agency’s attendance policy.

___ I understand that it is my responsibility to have transportation to the internship agency.

__________________________________________  __________________________
Signature of Participant  Date

______________________________
Print Name of Participant

__________________________________________  __________________________
Coordinator/Director  Date
Department of English
Program of Internship Activities (Syllabus)

Student's Name: ____________________________________________

Address:

Student ID Number: __________________________ Telephone Number: __________________________

Agency Supervisor: ____________________________________________

Address

Telephone/Fax Numbers: __________________________ Email: __________________________

Responsibilities of the intern:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Academic and professional benefits of the internship. Please describe the knowledge and skills that the student intern will be acquiring in this professional area.

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

On what specific projects or tasks do you foresee the student intern spending the most time?

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Number of hours each week you expect the intern to work __________________________

Starting date for the internship _________________________________

Completion date of the internship _______________________________

Is the internship paid? Yes _________ No _________

Has the student ever been previously employed with the agency in any other capacity?

If yes, briefly describe the intern's previous responsibilities:

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________
What hours will the student intern spend at the sponsoring agency each week?

**Timetable**

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(Simply mark in the hours the student will spend each day at the organization.)

This syllabus of learning activities may not be altered unless agreed on by all three parties involved: the student, the agency supervisor, and the Director of Internship Program.

__________________________
Student Signature

__________________________
Agency Supervisor Signature

__________________________
Director of Internships Signature
Department of English
Midterm Internship Evaluation: Student Feedback

Student's Name________________________ Date __________

Agency____________________________________

Agency Supervisor__________________________

Please use the following system to evaluate the internship. Circle the most appropriate number to answer question:

1 = Yes Definitely  2 = Yes  3 = Somewhat  4 = No  5 = Definitely Not

1. Do you like your internship? Why or why not? Please explain.

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2. Do you feel adequately prepared for your internship? Please explain.

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3. Should our English courses be altered to better prepare students for work in the field?

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4. Are you able to relate your internship to your curriculum in English? Please explain.

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5. Does your internship fulfill your expectations? Please explain.

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6. Do you think that you are successfully fulfilling the requirements of your internship?

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7. Do you think the lines of communication are open between you and the internship director at FAU?

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8. Do you think the lines of communication are open between you and your agency supervisor?

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9. Is your agency supervisor aware or actively involved in your internship? Please explain.

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10. Is attendance stressed by your agency supervisor?

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11. Is punctuality stressed?

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12. Is your internship structured enough? Please explain.

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13. Is your internship overly structured? Please explain.

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14. Do you currently have any problems related to your internship? Please explain.

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15. Have you received help with intern-related problems from sources other than your faculty and agency supervisor? Please explain.

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16. Are you learning from your internship? Please explain.

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17. Is your internship rewarding? Please explain.

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18. If you were to repeat this internship, what would you change? Why?


19. Do you think you are mastering the objectives established for the internship? Please explain.

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20. Would you recommend your internship to others? Why or why not? Please explain.

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21. What do you think of your overall performance on assignments given to you?

22. Overall, what do you think of the internship program?

23. Self-evaluation at midterm (circle appropriate choice):

A (exceptional)  B (superior)  C (average)  D (poor)  F (failure)

Please mail, fax, or bring this evaluation to:

Director of Internships
Department of English
Florida Atlantic University
777 Glades Road, CU 306
Boca Raton, Florida 33431
Phone: 561.297.3830
Fax: 561.297.3807

This form is due at the halfway point of the internship.

Please feel free to provide your explanations in this space.
Midterm Internship Evaluation: Agency Supervisor Feedback

Student's Name __________________________________________ Date ______

Agency ________________________________________________

Agency Supervisor _____________________________________

Please use the following system to evaluate the intern. Circle the appropriate number to answer each question.

1 = Yes Definitely   2 = Yes   3 = Somewhat   4 = No   5 = Definitely Not

1. Is the intern making sufficient progress in the internship?

   YD Y Y S N DN
   1 2 3 4 5

Comments:

2. Does the student have sufficient knowledge to perform the tasks that are assigned in the agency?

   YD Y Y S N DN
   1 2 3 4 5

3. Do you consider this internship mutually beneficial to the intern and the agency?

   YD Y Y S N DN
   1 2 3 4 5

4. Is the student mastering the work assigned in the internship?

   YD Y Y S N DN
   1 2 3 4 5

Please explain.

5. Have there been any particular problems encountered during the internship?

   YD Y Y S N DN
   1 2 3 4 5

Please explain.

6. Have the problems been resolved? (Answer if relevant)

   YD Y Y S N DN
   1 2 3 4 5

Please explain.
7. What do you consider to be the strengths of the intern?
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

8. What do you consider to be the weaknesses of the intern?
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

9. Do you have any recommendations regarding the English Internship Program? We are very much interested in the development of our program and your recommendations are appreciated.

10. Suggested Midterm Grade (circle appropriate choice):

A (exceptional)       B (superior)       C (satisfactory)       D (poor)       F (failure)

Please mail this form to:
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Department of English
Florida Atlantic University
777 Glades Road, CU 306
Boca Raton, FL 33431
Phone: 561.297.3830
Fax: 561.297.3807

This form is due at the **halfway point** of the internship.
Final Internship Evaluation: Student Feedback

Student's Name __________________________ Date __________
Agency _________________________________
Agency Supervisor ________________________

Please use the following system to evaluate the internship, circling the appropriate number to answer each question. (Use a separate sheet for details, if necessary)

1 = Yes Definitely  2 = Yes  3 = Somewhat  4 = No  5 = Definitely Not

1. Did you enjoy your internship?  If yes, what did you enjoy most?  If no, please explain in detail.

   YD  Y  S  N  DN
   1  2  3  4  5

2. Was your internship a rewarding experience?  Please explain in detail.

   YD  Y  S  N  DN
   1  2  3  4  5

3. Did your internship fulfill your expectations?

   YD  Y  S  N  DN
   1  2  3  4  5

4. Do you think you accomplished the objectives of your internship?  Please explain how and to what degree each objective was met.

   YD  Y  S  N  DN
   1  2  3  4  5

5. Did the lines of communication remain open between you and the director of the internship program at FAU?  If no, please explain the source of the difficulty.

   YD  Y  S  N  DN
   1  2  3  4  5

6. Did the lines of communication remain open between you and your agency supervisor?  If no, please explain the source of the difficulty.

   YD  Y  S  N  DN
   1  2  3  4  5

7. Did your agency supervisor provide information or advice regarding future employment opportunities?  If yes, please explain.

   YD  Y  S  N  DN
   1  2  3  4  5
8. Did you have any problems during your internship that were not resolved? If so, what were they? Please explain.

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9. Was your internship structured enough? Please explain.

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10. Was your internship overly structured? If so, please explain.

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11. Would you recommend this internship to other students? Why or why not?

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12. What would you change concerning this internship?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

13. Do you have any recommendations regarding the Department of English Internship Program? Your feedback is helpful in the development of the program.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

15. How do you think you could have improved your performance in your internship?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Suggested final grade:

A (exceptional)    B (superior)    C (average)    D (poor)    F (failure)

Please return this form to:

Director of Internships
Department of English
Florida Atlantic University
777 Glades Road, CU 306
Phone: 561.297.3830
Fax: 561.297.3807

This form with accompanying portfolio is due by the end of **FINALS WEEK**

Please feel free to provide your explanations in this space.
Final Internship Evaluation: Agency Supervisor Feedback

Student's Name __________________________ Date ____________
Agency ____________________________
Agency Supervisor ____________________________

Please use the following system to evaluate the intern. (If you need additional space for explanations, please write them at the end of the form.)

1 = Yes Definitely  2 = Yes  3 = Somewhat  4 = No  5 = Definitely Not

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1. Has the intern made sufficient progress in the internship? Please explain.
________________________________________________________________________________________
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2. Did the student have sufficient knowledge and skills to do the projects/assignments given him/her?

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3. Have there been any particular problems encountered during the internship since the mid-term evaluation?

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4. (Answer if relevant.) Have the problems been resolved? Please explain.

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5. Do you consider this internship mutually beneficial to the intern and the agency?

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6. What do you consider to be the outstanding characteristics of the intern?
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7. What do you consider to be the weaknesses of the intern?
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8. Did the student master the objectives established for the internship? Please explain.

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With your above responses in mind and the following point system as a guide, please assign the student a point total of 0-50 for his or her total performance at the internship.

- A = 47-50
- A- = 45-46
- B+ = 44
- B = 42-43
- B- = 40-41
- C+ = 39
- C- = 37-38
- C+ = 35-36
- D+ = 34
- D = 32-33
- D- = 30-31
- F = 29-0

Final point total assigned by supervisor __________

9. Do you have any recommendations regarding the Department of English Internship Program? We are very interested in the development of our program and your recommendations are appreciated.

Please mail this form to:

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Department of English
Florida Atlantic University
777 Glades Road, CU 306
Boca Raton, FL 33431
Phone: 561.297.3830
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This form is due by the end of final exam week
Without this form, the student cannot receive credit for his/her internship.