ENGLISH 294 INTERNSHIP IN ENGLISH
REQUIREMENTS

Name_____   Email_____

Internship Job Title_____

Internship Provider_____

In this course, students will apply what they have learned in their academic studies to a work-related setting, clarify their career goals, and acquire career-based experiences and networks. While most credit hours are earned on the job, the academic components of the course will help students articulate the connections between their academic skills and the careers they wish to pursue, and be able to speak and write compellingly about their experience in future applications.

Upon completion of your internship, please fill out this checklist and upload it to Canvas along with all remaining requirements. You must also arrange for your supervisor's evaluation to be delivered to the Director of Internships. Your final grade will be weighted as follows:

ENG 294-001 (worth 1 academic credit):
- ❑ 45 combined internship and academic hours (3 hours per week)
- ❑ Weekly progress reports (due Fridays by 11:59pm, no exceptions) (10%)
- ❑ 3 CAP workshop reports (5%)
- ❑ Self-evaluation (5%)
- ❑ Cover letter (draft and revisions required) (20%)
- ❑ Resume (draft and revisions required) (20%)
- ❑ Employer evaluation (40%)

ENG 294-002 (worth 2 academic credits):
- ❑ 90 combined internship and academic hours (6 hours per week)
- ❑ Weekly progress reports (due Fridays by 11:59pm, no exceptions) (10%)
- ❑ 3 CAP workshop reports (5%)
- ❑ Self-evaluation (5%)
- ❑ Cover letter (draft and revisions required) (20%)
- ❑ Resume (draft and revisions required) (20%)
- ❑ Employer evaluation (40%)

ENG 294-003 (worth 3 academic credits):
- ❑ 150 combined internship and academic hours (10 hours per week)
- ❑ Weekly progress reports (due Fridays by 11:59pm, no exceptions) (10%)
- ❑ 3 CAP workshop reports (5%)
- ❑ Self-evaluation (5%)
- ❑ Cover letter (draft and revisions required) (20%)
- ❑ Resume (draft and revisions required) (20%)
- ❑ Employer evaluation (40%)