

External Internships and JMU English 294

Any internship that is with a non-JMU organization or company is considered “external” to JMU. JMU English has some connections to external organizations who have previously hosted interns; we refer to those internships as “affiliated external internships.” Due to our previous experiences with affiliated external internships, students do not need to seek approval for credit for such internships: any affiliated external internship included in our current JMU English Internships listing will be considered eligible for credit. All other external internships, however, must be approved before they can count for academic credit through Eng294.

All unaffiliated external internships are subject to vetting and approval by the English Department before a student can earn credit through Eng294. This is to ensure that the external internship position meets all learning objectives for Eng294 and, to the extent possible, that the external internship position follows ethical and non-exploitative employment standards.

A. Before you accept an unaffiliated external internship, consider the following:

- Will the intern be compensated for their time and their work?
- Does the position require the intern to take on any personal costs, such as moving to a specific location or purchasing specific materials, without reimbursement?
- Does the position require the intern to sign a non-disclosure or non-compete agreement, or any other legally binding document?

B. Seeking approval for an external internship:

If you have applied for an internship position external to JMU and wish to earn academic credit in English for your work, please contact the Director of Internships with as much information as possible about the position. **Please include:**

- The job announcement or listing for the position;
- The company name and contact details;
- The supervisor’s name and contact details;
- A list of tasks or projects that you will complete (even if it is preliminary; indicate if this is included in the job ad);
- A tentative work schedule (including at least the expected number of hours per week and number of weeks to be worked);
- Information on whether the internship is paid or unpaid;
- Information on whether the internship requires the intern to move or incur any other uncompensated costs.
- Any other available information, including any questions or concerns you have about the position.

Send this information at least three weeks before the start of the academic semester in which the internship will be completed to allow time for assessment.

Once this information is received, it will be reviewed by the department. If the internship appears to align with the learning objectives of Eng294 and with ethical work practices, the Director of Internships will respond to the student with the approval in writing (usually via email).

Please note: the Department of English may refuse to grant credit to any external internship that does not fulfill its learning objectives and/or that appears to be predatory or exploitative in its employment practices.

C. Once an external position has been approved for credit and you have been accepted:

Follow these steps and provide this information in a single email to the Director of Internships in English, CCing your external internship supervisor:

1. If your application to serve as an intern at an external company or organization has been accepted, please ensure you have that **formal acceptance in writing** (email or other written form). You will need to provide this written acceptance to the English department's Director of Internships via email.
2. You will need to provide an **approximate position description** for your internship. Alternately, you may provide a **list of duties or projects** on which you will work in the intern position. This position description or list of duties must be approved or supplied by your internship supervisor at the external organization.
3. Declare **how many credit hours you intend to earn** during the semester (1 credit hour, or 40 hours total; 2 credit hours, or 80 hours total; or 3 credit hours, or 140 hours total). See the Requirements for English 294 for more information on credit hours. Your external internship supervisor must approve your projected number of credit hours.

This information must be received no later than WEEK 1 of the fall or spring semester in which you wish to earn credit. For earning credits through a summer internship, contact the Director of Internships directly.

Once the Director of Internships has received all of the above information, they will confirm your internship with your external supervisor via email. Then, the Director of Internships will send you the appropriate permission number to enroll. Use this permission number to enroll in the correct section of English 294 (001 for 1 credit; 002 for 2 credits; 003 for 3 credits) via MyMadison.

Please note: it is the student's responsibility to supply accurate and timely information to the Director of Internships and to their supervisor; to register themselves for the appropriate section of Eng 294; and to complete all requirements of Eng 294 in order to earn credit.

As always, be sure you have read and understand all academic requirements for English 294 as laid out in the "Overview" document (available on the JMU English website, here: <https://www.jmu.edu/english/undergraduate/internships.shtml>).

If you have additional questions not answered in this document, in the Overview document, or on the JMU English Internships website, please email Dr. Heidi Pennington: penninhl@jmu.edu.