



English Department
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Internship and Practicum Guidelines

Value of Practicums and Internships

Many graduates point to their internship or practicum experience as the most practical “payback” for their educational investment. It is here that students grow their skills in the professional world. The English Department recommends all students participate in this experience; Professional Writing majors are required to complete an internship.

Internships and practicums should be designed to give students on-the-job experience and an opportunity to apply what they have learned from university courses. A minimum of 50 clock hours is required per credit hour.

Student Instructions

- Before arranging for an internship or practicum, students should become familiar with the procedures for securing a position, the requirements for obtaining university credit, and the contract and evaluation forms.
- In consultation with the English Internship Coordinator, choose an approved English-related experience.
- An **internship** (ENGL 492) normally lasts 8 to 12 weeks of full-time work during the summer between the student’s junior and senior year at a time when no other courses are taken. It is taken for 3 credit hours, **off campus**, after a student has completed at least 18 hours in the major. It requires a minimum of 150 hours of supervised work (50 working hours on the clock for each hour of credit). An internship must be approved by the English Department.
- For a **practicum** (ENGL 491), the student normally spends 6 to 15 weeks on the job in a part-time work situation (maximum of 25 hours per week), with a minimum of 50 clock hours work for each semester hour of credit. A minimum of 150 hours of supervised work is required as a Professional Writing major requirement. A practicum must be approved by the English Department.
- The student and English Internship Coordinator will complete the Internship and Practicum Application **before** the internship/practicum begins.
- The student will keep a daily log summarizing the activities performed.

- At the end of the internship/practicum, the student will complete the Internship and Practicum Student Self-Evaluation about the employer, the experience, and the student's preparation for and application of the internship experience.

Procedure for Registering

1. Your faculty adviser and/or the English Internship Coordinator can help generate ideas for potential positions. It is your responsibility, however, to find an organization and supervisor that you believe will be a good match with your degree, course work, and career goals. [Here](#) are some ideas.
2. Inquire with the organization about their requirements, such as submitting a resume and scheduling an interview.
3. Officially apply for Southern credit by completing the [Internship and Practicum Application](#) form. In consultation with your prospective field supervisor, fill in all information requested and obtain department permission through the English Internship Coordinator.
 - a Your application must be approved by the English Department before your practicum/internship begins.
 - b **No retroactive credit is available for past work done.**
4. If approved, add the appropriate course to your class schedule (ENGL 491 for a practicum, ENGL 492 for an internship). Please note that any courses added to a summer session may have fees associated with it.
5. Go to work! Keep your appointments and be a pro. Keep a daily or weekly log summarizing the activities performed. [Here's a Sample Work Log](#) for reference.
6. At the end of the internship, complete the [Internship and Practicum Student Self Evaluation](#).
7. Ask your field supervisor to submit the [Internship and Practicum Supervisor Evaluation](#) by the last day of the semester. **No grade will be recorded until all paperwork is in.**

Frequently Asked Questions About Practicums/Internships

Am I required to get an internship or practicum?

In the current English curriculum, an internship is required for the Professional Writing degree. For other degrees, it is not required but highly recommended.

Will I pay tuition for academic credit?

Yes, either a practicum or internship will cost the normal tuition charge, either as a summer class or as part of your course load during the regular school term. You must pay the tuition cost in order to receive academic credit for the internship or practicum. Please note: tuition for all

classes is lower in the summer. Your account will be checked for any financial holdings before registering.

Can I be paid for my internship or practicum?

Yes, you can, if the organization's policy supports paid interns. Some do, and some do not. Some organizations provide a stipend that may at least help defray tuition expenses. Even if you are not paid, however, remember the greatest value in an internship is the added confidence you will gain, an expanded portfolio, and references for future job opportunities.

When should I take a practicum or internship?

Practicums are commonly arranged during the school year as well as during summer months, depending on the location, nature of the work, and the student's schedule. Internships are most frequently done in the summer for a more immersive experience but may occasionally be arranged during the school year. The ideal time for an internship is normally the summer after your junior year, but not always. Upper division course status is required, though, and you should be at least halfway through your major classes. Consult with your adviser about the best timing for you.

Can I do my practicum or internship on campus?

A practicum may be done in a relevant department on or off campus, but an internship must be done away from the campus in an organization other than Southern Adventist University.

Can I do a practicum or internship in a student job at Southern?

Again, assuming your duties fit with your degree, one hour of practicum credit per school year may be granted for jobs carrying key responsibilities, for example in *Studio 4109*, *Southern Accent*, *Southern Memories*, *Strawberry Festival*, *The Legacy*, or the Writing Center. Up to 3 hours of practicum credit may be earned per school year for the top editor or producer position. No internship credit is granted for these campus positions.

What if I encounter a problem during my internship/practicum?

While not common, unfortunate circumstances occasionally interfere with successful completion of an internship. If a major personal problem develops in your own life that prevents you from completing an internship, or if the field organization should default on delivering the internship experience you bargained for or take advantage of you, contact your faculty adviser and/or the English Internship Coordinator immediately. Accountability, both ways, is our priority for your field experience.

Will my internship lead to a job?

It should never be assumed that completing an internship earns a student the right to be offered a job upon graduation. At the same time, such happy outcomes do occur sometimes. The English Department and its partner field organizations offer no expectations of hiring former interns, but you will be better qualified to enter the broader professional marketplace for having successfully completed an internship.