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THE UNIVERSITY OF MICHIGAN • DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE  
3187 ANGELL HALL • ANN ARBOR, MI • 48109-1003 • (734) 764-6330  
<http://www.lsa.umich.edu/english>

## *INTERNSHIP CREDIT*

Occasionally a student will have an opportunity to work with a company or an institution (paid or unpaid) as an intern. Most of these internships occur during the Spring or Summer half terms. Many of our concentrators have found positions applicable to the major at magazines, newspapers, radio/television stations, law and public service offices. To get an idea of where our students find internship positions, come to 3154 Angell Hall (lounge) to look at the internship reports and information submitted by our students.

The English Department supports internship opportunities for English concentrators by offering one academic credit, per internship experience, (not to exceed a total of four credits).

Please read the following requirements and stipulations:

1. Note that you will only receive one internship credit for English 321. Internship credits cannot be used to fulfill a particular program requirement (e.g. “American Literature” or “New Traditions”), but can be counted towards the upper-level English elective credits within the major.
2. You may apply to receive credit by filling out the application (attached or on our website), along with the internship agreement form (attached or on our website), and return it to the Undergraduate Administrator for approval. The application will be reviewed and if approved, you will be notified by email that you have been issued an override for 321 by the Student Services Assistant. **Please go over the internship checklist to make sure you have completed every item.**
3. Upon completion of your internship, we ask that you provide us with the following material:  
1) A description of the work, and your honest evaluation of your internship experience, (five pages or more); 2) Samples of that work (magazines, newspaper articles, reports); 3) A list of contacts at the institution you interned at; and, 4) A letter of evaluation/recommendation from your supervisor for which you interned... this is mostly for your benefit, so you can begin to build a credentials file for future use while on the job market. All of this should be submitted to the Student Services Assistant in the English Department no later than the last day of class of the term in which you will receive your credit. You will not receive a letter grade because this is offered as a mandatory credit/no credit experiential opportunity. If you complete the requirements of the agreement, you will receive a CR(credit) on your transcript. For further detail on what credit/non credit experiential courses are within the College of LSA, please refer to the [LSA Bulletin](#).

## Checklist for Internship Credit in English

- 1) Read information sheet on Internship Credit and fill out application. You may find an application at [www.lsa.umich.edu/english](http://www.lsa.umich.edu/english) Undergraduate → Downloadable forms.
- 2) Fax or mail Internship Agreement form to your Internship Supervisor at the company you held your internship, so he/she can fill out and sign both the application and Agreement form and return to :

Katherine Teasdale, [kiteas@umich.edu](mailto:kiteas@umich.edu)

Department of English, 3187 Angell Hall, Ann Arbor, MI 48109

Office: 734-764-6330 Fax: 734-763-3128

- 3) Once all application materials are returned with signatures the application material is reviewed and if approved, an override for English 321 will be submitted. You will receive an email giving you approval to register for 321. If you are doing your internship in the Spring or Summer Half Terms, and you are planning on attending the next full term (Fall or Winter), we suggest that you request the 321 be added to your Fall or Winter term courses in order to avoid paying any additional registration fees in the Spring or Summer terms.
- 4) Once you have completed your internship, you have until the last day of classes in the term you are registered, to turn in the following materials: A summary and evaluation of your work, examples of your work, and list of company contacts and a copy of a letter of recommendation from your supervisor. This should be turned in to: Undergraduate Studies Office, Department of English, 3187 Angell Hall.

### General Information:

We keep copies of your paper and information from your internship in order to share with students who may be interested in pursuing an internship – so please keep in mind that your paper and information might be read by a larger audience. You're welcome to look at our internship information to learn about our student's experiences by visiting 3154 Angell Hall (Lounge). The internship binders are against the wall on a book shelf.

It's possible to take up to four internships; one credit per internship – totaling 4 credits. On average, an internship should be at a minimum 8 hours a week for 7 weeks. The credit will go toward the English major in the form of elective credit at the 300-level.

Contact information:

Katherine Teasdale ([kiteas@umich.edu](mailto:kiteas@umich.edu)) Undergraduate Administrator

Jennifer Catey ([jcatey@umich.edu](mailto:jcatey@umich.edu)) Student Services Assistant

The University of Michigan, Department of English Language and Literature  
3187 Angell Hall, Ann Arbor, MI 48109-1003.

Telephone: 734-764-6330 Fax: 734-763-3128. [www.lsa.umich.edu/english](http://www.lsa.umich.edu/english)



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### ***APPLICATION FOR INTERNSHIP CREDIT***

Name: \_\_\_\_\_ UMID# \_\_\_\_\_

Local Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Class Level: \_\_\_\_\_ What term do you want to receive credit? \_\_\_\_\_

Supervising Faculty member: Undergraduate Director    Course: English 321-Internship

Name of Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

How would this internship be applicable to your concentration in English?

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**Please attach an Unofficial Transcript and return your  
completed application to Katherine Teasdale, 3187C Angell Hall.**

#### ***DEADLINES:***

**Fall Term – September 9, 2011; Winter Term – January 13, 2012;  
Spring Half Term – April 16, 2012; Summer Half Term – June 18, 2012**

Once initial approval is given, you will be contacted and given permission to register for one credit.  
CR (credit) will be given after all work is evaluated and all necessary paperwork is on file. Thank you.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:



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## ***INTERNSHIP AGREEMENT***

To be filled out and signed by intern and internship supervisor and returned to the department along with the application before application is approved.

Name of Company/Institution: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of Internship (include days/hours/date to date) \_\_\_\_\_

Internship Duties: (please attach an internship job description if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern's Name: \_\_\_\_\_ Department \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Address: (if different from the one on front-date-to-date)

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**English Dept. Contact Information:**

Katherine Teasdale, Undergraduate Administrator, [kjteas@umich.edu](mailto:kjteas@umich.edu)  
Jennifer Catey, Curriculum Coordinator, [jcatey@umich.edu](mailto:jcatey@umich.edu)