



SIGN IN

Be sure to sign in.

Internship II

Dr. Downing
Tuesday, April 9, 2013
AF 201

DEADLINE/ SUBMISSIONS

The deadline for submitting Internship Applications is **Friday, April 12, 2013, prior to 4:00 p.m.** Applications must be submitted to the English Department in cooperation with your internship advisor. Be sure you obtain a photocopy prior to submitting. Once the application is submitted, it will either be rejected (typically due to a missing element or academic ineligibility) or it will be approved. Keep an eye on your email. If rejected, you will be notified. If approved, you will receive an email with a signed copy of your internship application (as a PDF).

REGISTER FOR PRO SEM

Be sure to register separately for WRI 380: Professional Seminar.

A VISIT FROM CURRENT INTERNS

- Charlie Bates

JOURNAL

Your journal should contain a log of dates and hours worked and what you accomplished each week. Be sure to consult *The Professional Writing Major's Guide to The PW Program, Internships, and Senior Year*, which is available on the PW website.

Set up your entries like this:

Edgar Smithson

Berks County Living
3-credit internship
Fall Session 2012

Log Week Nine:

10/22 Monday: 10:00 – 2:00

10/23 Tuesday: 9:30 – 1:30

10/24 Wednesday: 11:00 – 1:00

Weekly Hours: 10

Total Internship Hours: 89.5

Be sure to include and update hourly information for each journal entry.

WRITING PROMPTS FOR INTERNSHIP JOURNAL

1. Activities: *I wrote an article. I edited some else's work...*
2. Learning: *I learned that there is a difference between compliment and complement...*
3. Positives: *Learning about in-house style. Learning how a business works...*
4. Negatives: *Slow start. Not enough work to keep me busy at this point. Getting better...*
5. Professional Considerations: *I've had to begin thinking about a professional wardrobe...*
6. Useful Coursework: *Information Design prepared me for this assignment...*

Please note that these are writing prompts and are not meant to restrict you. They are meant to get you writing.

PORTFOLIO EXPECTATIONS

The log and journal must be emailed to your faculty internship supervisor on a weekly basis. Be sure to copy and paste each entry into the body of the email and attach the journal entry as a *Word* document. This way, your faculty supervisor can read the entry easily while also archiving your *Word* files as backup.

PW faculty members consider the weekly email as an official assignment that plays a significant role in your final grade. As such, it should reflect your best writing, including proofreading. Please attend to details. And, as you might guess, missing weekly deadlines will definitely hurt your final internship grade.

Save everything: Rough drafts, emails, finished drafts, group work, published articles, etc. You want your binder to be thick, not thin. Talk to your faculty supervisor to see if s/he has any model binders to share with you. The idea is to create a portfolio that provides evidence, beyond a doubt, that you have completed all of the expectations of the internship and deserve a good grade.

Professional Writing Website: <http://prowriting.web.kutztown.edu/>

Purchase your binder right away and be sure it has a plastic sleeve on the front and on the spine. The cover and the spine must identify you, the semester and year, number of internship credits, the internship site, as well as your address and telephone number.

Inside the binder, include a title page with your photograph and internship site information, a resumé, a personal business card (if you have one), the internship essay, followed by a collection of your work from the internship.

The portfolio must be well organized and attractively presented. Establish a specific due date with your internship advisor.

Note: Do not confuse the internship portfolio with the senior sem portfolio; contents and due dates will differ.

INTERPERSONAL TIPS

It's easy to feel a bit out of place and unprepared when you enter a new work situation. Do your best and learn. That's why you're there. Ask 100 questions. You will most likely find that everyone will be patient and understanding. The secret is to listen closely, learn quickly, and demonstrate that learning efficiently.

1. Remember *The Four Agreements* of Don Miguel Ruiz:
 - a. Be impeccable with your word
 - b. Don't take things personally
 - c. Don't make assumptions
 - d. Always do your best

2. If you have specific questions or concerns, please bring them to the attention of your Faculty Internship Supervisor immediately.

SITE SUPERVISOR'S REPORT

At least three weeks before your internship ends, provide the site supervisor with a copy of the "Site Supervisor's Report" (available on the Professional Writing website).

The site supervisor will evaluate you on attitude, job performance, strengths and weaknesses, etc. The report must be mailed (by USPS) directly to your PW faculty supervisor by the site supervisor. The site supervisor's signature must be written across the envelope's seal.

Everything counts! In addition to your site supervisor's rating, your PW internship supervisor considers the degree to which you met all expectations—including deadlines while planning for the internship—as well as the quality of your journals, essay and portfolio, as factors in determining your internship grade.

VERIFICATION OF ATTENDANCE

Be sure to have a PW faculty member sign your application form before you leave today.

PERSPECTIVES FROM PREVIOUS INTERNS

Every internship is different...

By Jim Adair

- Better early than late
- Know where to park
- Ask questions; don't be afraid to ask stupid ones
- Know the dress code
- Be open to new things
- Do research about the company
- Network
- Don't be afraid to make suggestions
- Know social media and how to use it
- Get to know classmates; you never know when you'll need them
- Be able to learn things from other departments at your internship
- Have a nice pen and always have extras
- Always have paper handy
- Keep everything organized, both in hard copies and on the computer
- If you're going to be late, call
- Make sure you find downtime for yourself

So You Want to Be an Intern?

By Kathleen Adamek

Being an intern requires time and hard work. You're working your way into a potential career, and that is serious business. Your attention to detail and time management skills need to be excellent because there's no room for error. If you're writing and getting published on your internship, you won't have a second chance to fix it. And your site supervisor isn't going to be as lenient as the wonderful writing faculty at Kutztown. Also: Don't be afraid to ask for help. It's expected. Not asking questions comes across as being irresponsible. Don't think you know everything.