



SIGN IN
Be sure to sign in.

AGREEMENT
My plan is to keep this presentation to 30 minutes; however, I **do not** want you to bolt from the room at that time. Instead, I want you to spend five or ten minutes talking with your peers and with PW faculty. I do this because: 1) you need to have your attendance verified with a signature and 2) informal conversation is crucial to understanding this complex process. Agreed?

AUDIENCE PARTICIPATION
Raise your hands: How many of you have found an internship? How many have not? What kind of leads are you pursuing? Who is completely lost?

RESOURCES: PW WEBSITE (Figure 1)
<http://kutztownenglish.com/professional-writing/>

PW FORMS (Figure 1)
<http://kutztownenglish.com/professional-writing/pw-forms/>

PW GUIDE (Figure 2)
This document is available on the PW website as a PDF file. Download it; read it. Be sure to review pages 17-38, in particular.
<https://kutztownenglish.files.wordpress.com/2015/07/pw-internship-guide-yellow-book.pdf>

DETERMINING THE NUMBER OF REQUIRED INTERNSHIP CREDITS (Figure 3) \Rightarrow
Look on your checkheet under "Major Electives." If "E" and "F" are entirely blank, you need to take 9 credits. If "E" is filled and "F" is blank, you need to take 6 credits. If both "E" and "F" are filled, you need to take 3 credits.

APPLICATION FORMS (Figures 4 & 5a-b)
You must submit a paper version of the application. These are available at the English Department office. If you are working remotely, you may assemble it online by visiting the PW website and printing the following:

- Request for Internship (Figure 4)
- Application: WRI 390: Internship in Professional Writing (Figure 5 a-b)
- Site Supervisor's Report (Figure 6)
- One updated PW Checksheet.
- You should also include the latest copy of your transcript (MyKU).

APPLICATION PROCESS

1. Fill out the Request to Take an Internship.
2. Fill out the Application. Be sure that your application is signed by a PW faculty member for Internship I and Internship II attendance (Section I).
3. Schedule a meeting with your **Academic Advisor to verify your eligibility** (Section II). (Know the difference between these terms: Intern, Academic Advisor, Internship Advisor, Site Supervisor.)

When you meet with your Academic Advisor:

4. Bring a copy of your transcript and current schedule. Be sure to highlight all core Professional Writing courses, your 300-level major electives, ENG 230 Advanced Composition, and your grades.
5. This verification process determines whether you have completed the PW Core with a minimum 3.0 QPA, taken at least two 300-level professional writing electives, and earned a C or better in ENG 230 Advanced Composition. Beware the +/- grading system. (Figure 7)
6. Provide a up-to-date copy of your program checksheet.

Internship I
Dr. Downing
Tuesday, September 15, 2015
Boehm 145 11-11:50 a.m.

Figure 2
The Professional Writing Major's Guide to
The PW Program, Internships, & Senior Year

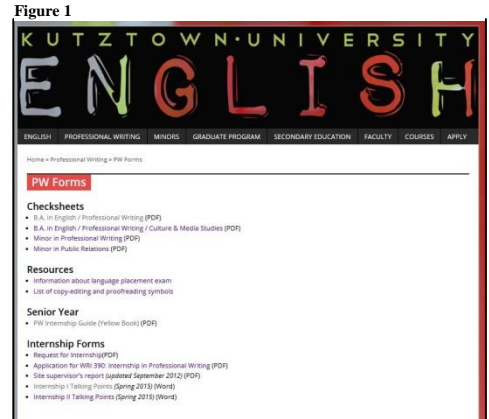


Figure 3

II. Major Electives 12-18 s.h.	RC	CR	GR
A. WRI 300*			
B. WRI 300*			
C. WRI			
D. WRI			
E. WRI (if needed)			
F. WRI (if needed)			

Figure 4
Request to Take an Internship Form

Figure 5a

The Application Form (part one)

- Once your eligibility has been determined (Section II), you must secure a tentative commitment from an internship site, meet with your site supervisor, and have him or her complete the remaining paperwork (Section III).

When you meet with your Internship Advisor, bring your complete application packet.

- Once the application is entirely complete, your internship supervisor will sign it and forward it to the English Department Chairperson and College Dean for approval. Beware that it might be rejected and/or delayed for any number of reasons, so don't assume that submission means approval.
- Allow two weeks for processing before checking MyKU to verify that you have been registered for the internship. Your submission of the application will automatically register you for the internship.
- WRI 380 Professional Seminar will be scheduled automatically with you schedule your Professional Writing Internship.

CREDITS/ HOURS

You may earn up to nine internship credits that count as part of your 120 minimum credits required for graduation. These can be earned in the following manner:

- One internship for three, six, or nine credits.
 - Two internships totaling six or nine credits.
 - You may **not** take three WRI internships.
- To earn three credits, document a minimum of 150 hours.
 - To earn six credits, document a minimum of 300 hours.
 - To earn nine credits, document a minimum of 450 hours.

DEADLINE

Applications for spring are due:

Friday, November 20, 2015 by 4:00 p.m.

Applications should be submitted in coordination with your Internship Supervisor.

PRO WRITING BLOG (Figure 8)

Use it to locate internship opportunities.

<http://kuprofessionalwriting.blogspot.com/>

INTERNSHIP SITES SLIDE SHOW (Figure 9; a bit dated, but helpful nonetheless)

PRO WRITING ON FACEBOOK

Search for "KU Professional Writing" (<http://tinyurl.com/9sk3v7y>)

VERIFICATION OF ATTENDANCE

Have a PW faculty member sign your Internship Application before you leave today.

TO DO LIST

- Schedule an appointment with your **academic advisor** right away to determine your academic eligibility.
- Approach a PW prof and ask if he/ she is willing to serve as your **internship advisor**.
- Pursue an internship: Talk to friends, family, faculty about opportunities. Aim high and be relentless.
- Fill out all application paperwork; hit all deadlines.
- Attend Internship II.
- Ask lots of questions.

Figure 5b

The Application Form (part two)

Figure 6

Figure 7

*PLUS/MINUS GRADING RUBRIC

- A (4.00)
- A- (3.67)
- B+ (3.33)
- B (3.00)
- B- (2.67)
- C+ (2.33)
- C (2.00)
- D (1.00)
- F (0.00)

Figure 8



Figure 9

Internship Sites Slide Show (eReserves)

- <http://www.kutztown.edu/library/>
 - eReserves
 - Connect to eReserves
 - Electronic Reserves
 - Search: Professional Writing
 - WRI 380
 - Spring 2008
- Password: kup