



UNIVERSITY OF
SOUTH FLORIDA

COLLEGE OF ARTS & SCIENCES

Department of English

Internship Factsheet

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The Internship Program

The Department of English offers an internship for Tampa-based, degree-seeking, undergraduate and graduate students enrolled in the program. This internship consists of supervised work-and-learning experience under the direction of a University faculty member and an employee of a participating sponsor organization. The internship is an option for students in the Literary Studies and Creative Writing programs and is required for all Professional Writing, Rhetoric, and Technology students. Internships may be available to qualified non-majors with program and department approval.

Undergraduate students participating in the internship must enroll in the ENC 4940 Internship class, while graduate students receive credit through enrollment in ENG 6946. This academic component requires reading and research related to the current job market and discussion concerning workplace issues and procedures. Both classes earn 3 semester hours of academic credit and the undergraduate class may be repeated one time with the same or with a different sponsor. Students report to the faculty advisor weekly through formal status reports and meet with the advisor at least three times during the internship period. A final professional portfolio is a significant part of this experience.

Local Tampa Bay businesses and organizations sponsoring students direct and counsel the intern in an on-the-job context for 10-12 hours each week for each 15-week semester. Sponsors are encouraged to treat the intern as a regular employee during the entire work-learning experience. The student's direct supervisor will evaluate the intern at mid-semester and at the end of the term. These evaluations are a significant factor in the student's internship class final grade assignment.

Student Benefits

In addition to acquiring internship work experience, students receive three semester credit hours of coursework credit. The internship experience also allows students to

- **Develop job search and interview skills**
- **Explore diverse career options and interests**
- **Develop or enhance professional skills and knowledge of workplace procedures**
- **Develop networking contacts with professionals in a relevant field**
- **Enhance professional resumes through on-the-job experience**
- **Develop teamwork and leadership skills**
- **Apply classroom learning to authentic work experience**

Sponsor Benefits

Companies and organizations hosting interns benefit by having active and enthusiastic members of the workforce who are acquainted with the most recent practical tools and theory related to professional and technical communication. Interns also allow host enterprises to

- **Develop new solutions for common business practices**
- **Integrate the latest tools and techniques into the daily workflow**
- **Refine management skills by scheduling and supervising interns**
- **Develop potential new employees or volunteers**
- **Influence professional and technical curriculum development at USF to better meet business and industry standards**
- **Contribute to the Tampa Bay professional community by enhancing and expanding available local talent**

Internship Class

Undergraduate students participating in the internship must enroll in the ENC 4940 Internship class. Graduate students earn course credit through ENG 6946. While this class requires some assigned readings as well as periodic meetings with your internship faculty supervisor, your primary responsibilities will involve work-related activities at the sponsor's facilities.

Degree Requirement

The internship is available to qualified degree-seeking undergraduate and graduate students with program and department approval.

The internship is a requirement for all undergraduates enrolled as majors in the Professional Writing, Rhetoric, and Technology program.

Participating Sponsors

The faculty supervisor for your internship will match your educational background and professional goals to an appropriate for-profit or nonprofit enterprise in the Tampa Bay area. The current list of internship sponsors includes software developers, advertising agencies, government contractors, publishers, internal audit and consulting companies, attorney partnerships, and a variety of non-profit agencies providing educational and social services.

Work Component Requirements

- Complete all assigned **projects and tasks** in a manner consistent with professional employment
- **Observe all policies and practices** of the sponsoring organization, including those concerned with confidentiality, security, and office conduct and procedure.
- Submit a **Weekly Status Report** to your internship faculty supervisor
- Complete and submit Mid-Semester and End-of-Semester **Internship Evaluation Forms** to your internship faculty supervisor
- Demonstrate successful job fulfillment in the completed **Sponsor Evaluation Forms**

Required Work Hours

- **Sixteen-week Fall or Spring Semester:** 10 to 12 hours per week
- **Ten-week Summer C Semester:** 13 to 16 hours per week

Academic Component Requirements

- Enrollment in **ENC 4940 Internship Class (undergraduate)** or **ENG 6946 (graduate)**
- **Conferences** with your Internship Supervisor based upon your specific needs or your supervisor's discretion)
- Completion of assigned **weekly readings** related to internships and the workplace
- **Maintenance** of a professional **portfolio** of documents and media projects completed during your internship
- Write a final, **reflective essay** (approximately 1300 words) discussing your internship and address the following points:
 1. What duties/tasks you feel were successful because of your USF Department of English coursework
 2. What duties/tasks you feel our technical/professional program provided inadequate preparation and background
 3. The overall workplace culture of the company sponsoring your internship

4. Your contribution to the workplace culture
5. What you gained from this experience

Prerequisites

- Enrollment as a degree-seeking student, either undergraduate or graduate, in the Department of English Literature, Creative Writing, or Professional Writing, Rhetoric, and Composition Programs
- At least 12 undergraduate credit hours in upper division classes completed by the beginning of the internship semester

Enrollment

Enrollment is contingent upon the availability of suitable internship sponsors based upon the student's academic and career goals. Students are placed according to specific academic and experiential qualifications, including GPA, courses taken, previous employment history, recommendations, and interviews with the Coordinator of the Internship Program and a representative of the prospective internship sponsor.

Students should consider pursuing the internship sometime during the final year of course studies.

Opportunities

- Experience working in a professional office environment
- Network with potential employers and professional contacts
- Enhance your professional portfolio with documents and media projects created in a professional work setting
- Gain valuable insight into possible careers in professional and technical communications

Course Credit

The internship earns 3 semester hours of credit as ENC 4940 and normally may be counted towards your undergraduate degree. Graduate students receive credit through ENG 6946. See a Department of English advisor to discuss your particular degree requirements and anticipated course credit.

Repeat Opportunity

The undergraduate internship course may be repeated with approval of the internship coordinator and the department chair.

Students – Get Started with Your Internship

You should begin the application process well in advance of the semester in which you wish to participate in the internship program. As a general rule, you should complete the first step of this application process by mid-term of the semester immediately proceeding the anticipated semester for your internship experience.

1. At least **eight weeks** prior to the start of your anticipated internship semester, schedule an appointment with a Department of English undergraduate advisor to discuss your degree program and to verify your qualifications for the internship opportunity.

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You may schedule an advisor appointment by going to
<http://usfweb3.usf.edu/appointments/StudentSignon.asp>

2. Following your meeting with your undergraduate advisor, send an email to the Internship Coordinator and schedule a conference.

Dr. Michael L Shuman

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3. Prior to your scheduled conference with Dr. Shuman, complete and email the Internship Application Form available for download from the internship website
4. During your conference with Dr. Shuman, you should be prepared to
 - Discuss your completed Internship Application Form
 - Present a hard-copy of your professional résumé
 - Discuss your academic work to date
 - Outline your professional career goals
 - Ask any questions you might have about the internship class
5. Dr. Shuman will match you with a suitable internship sponsor based upon your academic background and career goals and will give you contact information for the sponsoring organization.
6. Schedule an interview with your internship sponsor. In advance of your interview, you should plan to:
 - Become acquainted with your sponsor's business and work culture by reviewing available websites, publications, and other local business resources
 - Update your professional résumé

- Treat your interview as you would any other “real world” employment interview
7. Following your successful interview with your sponsor organization, contact Dr. Shuman and make arrangements to sign an Internship Work Agreement form outlining specific terms of your work and deliverables for your internship experience
 8. Following final Department approval of your Internship Work Agreement Form, you will receive a permit to register for the internship class.
 9. You must register for the course online through OASIS prior to the first week of class.

Businesses and Organizations – Get Started with Your Sponsorship

Getting started is easy! Just complete and email the Sponsor Profile Form available for download from the internship website.

Completed Sponsor Profile Forms are not required but are helpful as we match each intern with a company or organization consistent with the student's professional goals. The more we know about your mission and business practices, the easier it will be to assign an intern with appropriate background and skills meeting your enterprise needs.