



GRAND VALLEY
STATE UNIVERSITY

College of Liberal Arts and Sciences
English Department

PLEASE NOTE:
STUDENTS MUST HAVE ARRANGED FOR THEIR OWN INTERNSHIPS AND
FACULTY COORDINATORS BEFORE REGISTERING FOR ENG 490.

English Department Internships for Credit

To receive credit for an internship, you must have

- An internship that is relevant to your education as an English Major or Minor
- A Faculty Coordinator who agrees to supervise you for the semester.
- 60 credit hours
- Good academic standing

Procedures:

- 1) **Decide when you would like to complete your internship.** Internship credit cannot be granted retroactively; you must plan ahead to have all the pieces in place before the beginning of the semester in which you will complete your internship. For example, if you would like internship credit in Spring/Summer, begin your search process midway through the Winter semester.
- 2) **Find an internship.** You may wish to start at GVSU's Internship and Job Search page: <http://www.gvsu.edu/careers/internship-and-job-search-home-25.htm> which offers advice on how to find an internship. Occasionally, the English Department will post internship opportunities on its website (gvsu.edu/English → Student Resources → Internships), so be sure to check there as well. Be sure to clarify hours and duties with your on-site supervisor, so you can discuss them with your faculty coordinator.
- 3) **Find a Faculty Coordinator.** This is a faculty member who agrees to supervise your internship, in a form that the two of you agree upon (for example, you might meet regularly to discuss your internship, or you might submit written reflections on your internship activities). You should choose a faculty member with whom you have a good relationship, but be aware that due to faculty workloads, not all faculty members will have time in a given semester to supervise an internship. Have a backup plan in case your preferred faculty member is unable to work with you.

- 4) **Complete the Online Internship Agreement Form at**
<https://www.gvsu.edu/careers/internship-agreement-form-60.htm>
- 5) **Complete the Internship Contract.** You may request this contract in LHH 230 or find this contract on the English department website under “Forms”. The contract needs to be signed by three people: you, your Faculty Coordinator, and your on-site supervisor for the internship.
- 6) **Submit the Internship Contract to the Department Chair.** The chair will review the contract, and if everything is in order, grant permission for you to register for ENG 490.
- 7) **Register for ENG 490 through Banner.**

Grand Valley State University Internship Agreement



A student must submit this **completed** form with all of the required signatures to _____.
Department approval is required prior to enrollment for internship credit.

To be completed by Student

Date _____

Student Name _____ Student G# _____

Local Student Address (street, city, state & zip code) _____

Local Student Phone Number _____ GPA: Overall _____ In Major _____

Total credits earned to date _____

Major _____ Courses completed in major _____

Semester of Internship _____ Number of credits you wish to receive for this internship _____

Date internship begins _____ Ends _____ Hours per week _____

Internship Organization _____

Employer/Supervisor _____ Title _____

Organization Address (street, city, state & zip code) _____

Phone Number _____

To be completed by Student and Employer/Supervisor

Please attach a description of the internship/co-op responsibilities and learning objectives.

I am in agreement with the attached responsibilities and learning objectives:

Employer's/Supervisor's signature _____ Date _____

Student's signature _____ Date _____

To be completed by Faculty Coordinator

Academic component requirement:

I approve the internship and will give the necessary time to direct the work:

Faculty Coordinator's Signature _____ Date _____

Approval _____ Date _____

Department Chair

The academic department will distribute all copies of this form. Please **do not** separate the individual pages.