Internship Contract
Semester __________

Student’s Name _________________________________________________________

Major ____________________ Class___________ Units to be earned (3-12) ________

Email ________________ Phone:_______________

Internship Position title _________________________________________________

Start Date _________ End Date _____________ Hours/week_______$/hour ______________

Supervisor’s Name ____________________________________________________________________

Supervisor’s Title _____________________________________________________________________

Email ___________________________________Phone:______________  Fax ___________________

Organization Name _____________________________________________________________

Address ___________________________________________________________________________

Brief Description of Planned Internship (to be completed by or in consultation with the internship
supervisor). Use space here and on other side if needed or attach a relevant description.

Supervisor Signature & Date ___________________________________________________________

Student Signature & Date _____________________________________________________________

Placement Approval & Date____________________________________________________________

James Wynn, Internship Director.   jwynn@andrew.cmu.edu  412-268-9765
Internship Policies

- **Majors** in the Department of English have the option of doing one or more internships for academic credit during their junior or senior year provided that they have a cumulative grade point average of 3.0 or above.

- To receive credit for an internship, students must register for the internship course, 76-301 before the add/drop deadline for the semester (typically 10 days after the start of the semester). It may be taken more than once for credit.

- Internships may be configured to earn 3-12 units (1-4 credits) of academic credit. For each 3 units, students are expected to do a minimum of 40 hours onsite.

- Students majoring in Professional, Technical, and Creative Writing can count one 9 unit enrollment in 76-301 toward requirements in their major. Additional units are counted as general elective credit.
  - In Creative Writing these 9 units can count toward the fulfillment of an English elective.
  - In Professional Writing these 9 units can count towards the fulfillment of an English elective or an advanced writing elective.
  - In Technical Writing these 9 units can count towards the fulfillment of a technical communication elective.

- The Dietrich College policy allows up to 27 units of internship credit to count toward the overall 360 units students need to complete their degrees.

- Interns can receive both pay and academic credit for their work in internships.

- To obtain academic credit, students must complete all of the following:
  - Work with their internship supervisor to complete and sign the internship contract.
  - Get initial approval for the internship from the Internship Director (The Director of Undergraduate Studies).
  - Once approved the Internship Director will register you for the Internship course, 76-301.
  - For a 9 unit internship, complete a minimum of 120 hours at the site (at least 8 hours per week in a 15 week semester).
  - Complete the required Reflective Journal and follow all other requirements and policies as explained in the course syllabus.
  - Meet with the Internship Director at various checkpoints during the term.
  - Schedule exit interviews with both the Internship Director and their Internship Supervisor at the end of the internship.

Contact for Questions & Procedures
James Wynn
Associate Professor of Rhetoric and English
Director, Undergraduate Studies
jwynn@andrew.cmu.edu
412-268-9765