

The Internship Program

English 390

English Department internships are the equivalent of **fieldwork** or laboratory work in the diverse professions for which the major prepares students. Our program places **majors and minors** in a wide variety of **on- and off-campus** positions in professions such as **law, publishing, print and broadcast journalism, social service, government, and education**, among others. Students work **10 to 15 hours a week** at their internship site and complete an **academic component**.

ADMISSIONS CRITERIA

To qualify for admission to the Internship Program, a student must be a **junior or senior English major** with a **3.0 GPA in English and a 2.5 overall GPA**.

APPLYING TO THE PROGRAM

The application process is a **three-step procedure**:

The **1st step** is completing a **written application form**, which includes **two faculty recommendations**, a current **audit**, and a **writing sample**.

The **2nd step** is scheduling an **admissions interview** with the director of the program. If you are accepted into the program, you will be given a CPN within a week following the interview.

The **final step** in the process is securing a placement at an internship. Please note that if you do not find placement by the first class meeting of the semester, you will be deregistered from the course.

Applications are accepted throughout Advanced Registration, though in some cases applications can be accepted until the end of the semester.

Application forms are available online and outside Humanities 317.

INTERNSHIP REQUIREMENTS

*To pass English 390, students must fulfill an **academic component** as well as the on-site responsibilities at the job. The academic component consists of **weekly reports** throughout the semester, attending **monthly seminar meetings** on campus, writing **seminar essays**, and completing a **final project**.*

***On-site requirements** include working **10 to 15 hours a week** at the internship and a satisfactory **midterm** and **final evaluation** by the internship site supervisor.*

English 390 is a **three-credit, one semester** course, graded **S/U**.

RECENT INTERNSHIP PLACEMENTS

Colonie Central High School • SUNY Press • The Executive Chamber of the Governor's Office •
Capital Region Living Magazine • WTEN-TV • The Center for Law and Justice • Tribune Media Services
• New York State Senate • Adirondack Community College Center for Reading and Writing
Fence Magazine • Mount Ida Press • Office of the New York State Attorney General • WRGB-TV
The Waldorf School • North News 8 • Hunger Action Network • Downtown Albany Business
Improvement District • New York State Museum • University Alumni House • The Legal Project English
Department Advisement Office • New York State Coalition Against Sexual Assault • Planned Parenthood •
Center for Disability Services • New York State Writers Institute • University Media and Communications •
WNYT-TV • New York State Education Department • Albany Public Library

MORE INFORMATION

*Please contact Prof. Carolyn Yalkut, the director of the Internship Program, Humanities 317, 442-4065,
jrnalism@albany.edu.*

APPLICATION FOR INTERNSHIP
ENG 390

Name: _____ Expected date of graduation _____

Local address _____

Email _____ Phone _____

Major: **English** Minor _____

GPA in English _____ (should be over 3.0) Overall GPA _____ (should be over 2.5)

Type of internship preferred:

1st choice _____

2nd choice _____

English courses take to date. List course name and professor, and indicate with an asterisk (*) two professors who can be used as references. (Be sure to give them a signed copy of the reference form.)

Course	Professor	Course	Professor
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

By signing below you acknowledge that continuation in AEng390 is dependent on field placement, and that if you do not find placement by the first class meeting of the semester you will be deregistered from the course.

Signature _____ Date _____

Next: schedule an admissions interview with the Internship Director. Bring this completed form, along with an audit and a writing sample (a recent academic paper) to your interview.



Faculty Recommendation for Student Intern

Students applying for an internship must include recommendations from two English faculty members. These become part of the application package to be used in the selection process and may be made available to potential internship site supervisors.

Student name _____

I hereby (check one) waive _____ retain _____ right of access to this recommendation under provisions of the Family Education Rights and Privacy Act.

Student signature _____ Date _____

Name of faculty member _____

Faculty signature _____ Date _____

This student is applying for an internship for academic credit. Your response will help determine if the student is ready for the experience. Please return this form to the Internship Director, Prof. Carolyn Yalkut, Humanities 317.

How long and in what capacity have you known this student? _____

How well does the student work with and relate to others? _____

How well does the student respond to deadlines and pressure? _____

How will this student adapt to a professional setting and work experience? _____

How well-prepared is this student to make meaningful professional contributions to an organization's operations, considering the student's academic performance, maturity, and any other factors you believe pertinent?

Your recommendation is: strong _____ with reservation _____ no recommendation _____



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