

English 386: English Internship Fall 2014

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Office Hours: Tues., 1-2:30; Wed., 2:30-4; Thurs. 10-11:30; Fri. 1-2; and by appointment.

From Internship Agreement Form (available at

https://amos.moravian.edu/ICS/icsfs/INTERNSHIP_App_Agreemt_%2713_.pdf?target=f813d7b3-6883-4d1a-8dfd-b0a11fc2a6c7):

GENERAL DESCRIPTION OF INTERNSHIP:

Please briefly describe the student's learning objectives in each of the following three areas:

A.) Academic Objectives (ex., how does this experience tie into the student's major, minor and/or overall academic program?):

B.) Professional Objectives (ex., what does the student hope to accomplish in terms of preparation for the work force?):

C.) Personal Objectives (ex., how does this internship draw on what the student has learned in general education? How does this contribute to the student's personal growth?):

ACADEMIC COMPONENT (The internship is not just about getting credit for work –what is the specific academic component for which the credit is justified? Specific readings, papers, presentations, etc. which are academic in nature and are part of this credit-bearing experience.):

MEANS OF ASSESSMENT(How will the faculty member determine that the goals have been met? Be specific):

Schedule

Week 1 (Aug. 25-29)

--Completion of Syllabus and Internship Agreement Form (submit the latter, with appropriate signatures, to the Registrar's Office).

--Read over the Post-Internship Personal Assessment questions (available at [https://amos.moravian.edu/ICS/icsfs/Int_Personal_Assessment_%2713_\(draft\).pdf?target=2e1861fc-01d0-4d07-a0db-3cfb0e9d162e](https://amos.moravian.edu/ICS/icsfs/Int_Personal_Assessment_%2713_(draft).pdf?target=2e1861fc-01d0-4d07-a0db-3cfb0e9d162e)) NOW, and make every effort to share these questions with your internship supervisor.

Weeks 2-4 (Sept. 1-19)

Submit weekly updates (reporting on internship hours and assigned duties) to Dr. Hinnefeld, via email; each update due by 1 PM on Friday.

Week 5 (Sept. 22-26)

Submit weekly update plus response (minimum 300 words) to the following prompt (to Dr. Hinnefeld, via email, by 1 PM on Friday):

Describe the ways in which your academic work at Moravian College has, and has not, prepared you for the challenges that have arisen during your internship so far. That is, are there clear ways in which you can see your course work helping you in this workplace setting? Are there other types of academic work that you feel would have been helpful?

Weeks 6-9 (Sept. 29-Oct. 24)

Submit weekly updates (reporting on internship hours and assigned duties) to Dr. Hinnefeld, via email; each update due by 1 PM on Friday.

Week 10 (Oct. 27-31)

Submit weekly update plus response (minimum 300 words) to the following prompt (to Dr. Hinnefeld, via email, by 1 PM on Friday):

Discuss the things you've learned about the particular workplace culture at your internship. What skills and strengths have you brought to this particular culture? What skills and strengths have you had to work to cultivate? How has this internship shaped your perception of the possibilities for "life after Moravian"?

Weeks 11-13 (Nov. 3-21)

Submit weekly updates (reporting on internship hours and assigned duties) to Dr. Hinnefeld, via email; each update due by 1 PM on Friday.

Week 14: Thanksgiving**Week 15 (December 1-5)**

Meet with Dr. Hinnefeld this week, to discuss the most pertinent and useful questions included in the Post-Internship Personal Assessment guidelines (available at [https://amos.moravian.edu/ICS/icsfs/Int_Personal_Assessment_%2713_\(draft\).pdf?target=2e1861fc-01d0-4d07-a0db-3cfb0e9d162e](https://amos.moravian.edu/ICS/icsfs/Int_Personal_Assessment_%2713_(draft).pdf?target=2e1861fc-01d0-4d07-a0db-3cfb0e9d162e)) and determine a plan for your final internship personal assessment assignment.

By the end of exams (Friday, Dec. 12) at the latest, complete and submit the following according to the College-wide requirements:

- (A) Post-Internship Survey (available at https://amos.moravian.edu/ICS/icsfs/Student_Post_Internship_Survey_%2713.pdf?target=7ede0e24-ea3f-40be-af94-ed3e0f67e715)
- (B) Post-Internship Personal Assessment

