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Internships are extremely important for students pursuing careers related to English studies.

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- 1) Fill out and submit the completed application form and the signed legal waiver for the Director's review. You must also submit a professional resume free of errors and ready to be received by prospective internship agencies. If you submit a resume that is incorrectly formatted or has multiple errors you will be required to meet with a career advisor from FAU's Career Development Center to have your resume reviewed.

*The application and all materials must be submitted by the posted deadline for Fall, Spring and Summer.*

- 2) Once your application has been verified and approved, the Director of the English Internship Program will contact you to schedule a meeting.
- 3) During the meeting with the Director, professional objectives and placement opportunities will be discussed. You will be given information on contacts for possible placements and interview introduction forms.
- 4) Schedule and complete a Mock Interview with the Career Development Center.
- 5) The student will coordinate and schedule interviews with one or more agencies. Once a student interviews with a particular placement, s/he must contact the Director of the Internship Program advised regarding the status of the placement.
- 6) Upon successful completion of an interview, the internship agency will email the Director of the Internship program and formally acknowledge the student's participation in the program. Following the receipt of this official notification, the Director will sign the acknowledgment form and forward it to the student's advisor.

B.A. degree.

the student requests and receives special approval by the Director of the English

- 2) The timetable of the internship should correspond with the semester timetable of the University. The summer semester for internships runs from May until August, so students should be enrolled for the full Summer "C" term, not for Summer "A" or "B."
- 3) At the midpoint in the semester, the student should arrange a midterm conference with the Director of the Internship Program. At this time, the student will turn in her/his completed midterm evaluation. The Director will also contact the agency supervisor at this time to assess the intern's progress. The agency supervisor will also submit a midterm evaluation of the intern.
- 4) Student must select a \_\_\_\_\_ from the options listed below. The option selected must be the one that is most appropriate for the current internship. The student makes her/his selection \_\_\_\_\_ the Director of the Internship Program. Options may be modified or combined \_\_\_\_\_ the Director of the Internship Program. The options are:
  - a. The student assembles a \_\_\_\_\_ during the internship. There should be a Table of Contents pages showing \_\_\_\_\_

- 5) Students must turn in their final evaluation forms along with their final projects no later than three (3) days before the end of the Final Exam period for the semester.

Internships are evaluated according to the following point system to insure that work is completed in a timely manner.

- I.

2. Positive attitude towards associates, supervisors, and work assignments demonstrated by:
  - a)

