Department of English (Internship Course)

Field Work Experience Program
Objectives, Policies, and Procedures

OBJECTIVES
The Department of English Field Work Experience is intended to benefit students and employers by providing alternate periods of study and work for participating students. This practical work experience should result in students returning to the classroom better informed, prepared, and motivated to apply their studies outside of the classroom.

English Internships are in organizations that require written, research, or design communication in a professional setting. This program promotes voluntary cooperation among employers, students, and NAU’s Department of English. The goal is to integrate academic study based on writing and research theories along with the larger liberal studies framework with field-specific work experience.

CREDIT HOUR STANDARDS
An internship is a combined theoretical/work experience in an off-campus setting for which a student receives academic credit. The Arizona Board of Regents require that each unit of internship or practicum requires a minimum of 45 clock hours of work. The breakdown of units and course requirements for English 408 follows:

1 unit is equivalent to
- 45 hours of work
- 10-pages of written work as approved by the Faculty Advisor
- Public Presentation, 10-15 minutes as approved by the Faculty Advisor

2 units is equivalent to
- 90 hours of work
- 20-pages of written work as approved by the Faculty Advisor
- Public Presentation, 10-15 minutes as approved by the Faculty Advisor

3 units is equivalent to
- 135 hours of work
- 30-pages of written work as approved by the Faculty Advisor
- Public Presentation, 10-15 minutes as approved by the Faculty Advisor

Required Writing
The report may be a combination of writing and design conducted during the internship with a written analysis approved by your faculty advisor. The writing must be of an A, B, or C letter quality. The report must meet a minimum of “average” (a “C”) whereas a “below average” (a “D”) report will disqualify the interns’ request for credit. It is highly recommend that the student seek feedback on their writing before submitting it as the final document.

A student is allowed to earn up to 12 units of ENG 408. Only three (3) units may be used in the English Elective area. The remaining units can apply toward general elective credit only.
The work period must follow registration in the internship course (ENG 408). A completed, signed Work Agreement form must be provided to your faculty advisor prior to enrollment in ENG 408.

DOCUMENTATION
The student will submit the Final Report (Page minimum and Content as Approved by the Faculty Advisor), with an Appendices of documents created for the employer/place of employment such as newsletters, webpages, and posters).

DUE DATE
The Friday before Reading Week of the academic semester during which the student is enrolled. The assignments will determine the final grade, which will be pass/fail (P/F).

Internships of more than (3) units have additional requirements. See Faculty Advisor for details.

GRADING
All ENG 408 work experience will be graded pass/fail. The student’s benefit will be with the discussions held with the internship organization site-person, and their faculty advisor. An advantage for the student will be the additional information on the resumé and the details provided during an interview.

ACADEMIC INTEGRITY
We expect for our students to act ethically in the workplace as they complete their internship requirements. Students should comply with the College of Arts and Letters code of conduct, and the code of conduct for the organization that employs them. Any legal or ethical violation in the workplace will be considered academic dishonesty and will be subject to disciplinary procedures as described below.

Please refer to the following website for university policy on academic integrity.

LEARNING OBJECTIVES
Learning objectives should be established in conference with the student, the advisor, and the employer. Suggestions include: Application of disciplinary theories to nonacademic settings, or Writing for Multiple Audiences.

CORRESPONDENCE
All e-mail correspondence will be conducted through the students NAU e-mail account. Students must check their NAU email once a week during their internship.

PROCEDURES
See checklist: ENG Student Internship Checklist.

POLICIES
1. To be eligible for the internship program ENG 408, students must have a minimum cumulative GPA of 2.5. A position may be paid or unpaid.
2. Credit for the work experience may not be retroactive.
3. Work that is primarily clerical will not be approved for internship credit.
4. Students must submit an application through their faculty advisor, in advance, as well as follow all formal procedures as described in this document if they wish to receive academic credit for the work experience.
5. A participating organization is free to terminate a student in the internship program at any time. However, should a student leave his/her organization (by his/her own choice) before the job
assignment is finished, without first gaining approval of the faculty advisor, the student will receive a grade of “F”.

6. In all cases where students and/or organizations are having difficulties with respect to the Work Agreement, the faculty advisor should be contacted immediately.

7. The faculty advisor shall be in periodic contact with the intern and the employing organization to assure the success of the program.