

ENGLISH DEPARTMENT FORM FOR ENGL 604: INTERNSHIP IN FOLKLORE

English 604 Internship In Folklore offers graduate student/faculty designed opportunities for graduate students to work and research in their field of interest. Students may sign up for 3-6 credits at a time.. No more than 3 credits may be counted toward the MA in Literature or the Folklore Concentration in the Master of Arts in Interdisciplinary Programs. For 3 credits, student work on-site for 120 hours. The amount of work/reading and writing required should be commensurate with that required for a regular 3-credit ENGL course, including a writing project of at least 3,500 words.

Prerequisites: 1 graduate or undergraduate course in folklore, which may be taken concurrently. Students are urged, though, to take 2 or 3 courses before registering for an internship.

To register for ENGL 604, Students must present a written outline of the work they propose to perform for their project, obtain the signature of a faculty advisor willing to supervise the internship, and obtain departmental permission.

Students also need to fill out an **individualized section form** and take it to the Registrar's Office.

Please fill out the form below BEFORE seeking departmental permission.

Student name:

SSN or G#:

Semester:

Number of Credit Hours:

1. Title and Brief Description of Internship

2. Please attach a tentative reading list and amount/type of written work to be undertaken for the internship (semester paper, response papers, journal, etc).

3. Do you plan to use this Internship to satisfy any of the specific area requirements for your ENGL MA track? (i.e. literature, writing, theory, etc). If so, explain which:

Supervising Faculty Signature

Date

Departmental Approval

Date

ENGL 604 Internship In Folklore offers you the chance to practice professional folklore work at an organization of your choice, for credit. Think of this course as the chance to learn more about folklore as a profession and to meet potential colleagues.

To enroll in the course, you must first find an organization that would be willing to welcome you as an intern who will be working an average of 10 hours per week for at least 12 weeks.

We recommend that you review the websites of the organizations on our Internship webpage, and then talk with either Dr. Shutika or Dr. Yocom. We'll help you narrow your choices or think of other choices.

Then, we'll ask you to contact the one or two organizations of your choice and arrange for an on-site visit and tour. Once there, you'll see some of the possibilities for your internship.

Normally, the internship is unpaid. If you are working to support yourself in your studies and this organization offers you a paid internship, we can waive the "unpaid" status. Whether paid or unpaid, you may accept stipends to offset expenses.

In some cases, the internship can be taken for 6 hours. If the work is challenging enough that you will learn a great deal from the experience, and if you will be working 20 hours a week for 12 weeks of one semester or 10 hours a week for 24 weeks spread over 2 semesters or a semester and the summer, the internship can be counted for 6 credits. You must work out the details of such an internship at the time you enroll in it with the course professor.

After you decide on a site, you and your faculty advisor, with your site supervisor, will agree on the terms of your work for the semester. You will need to fill out ENGLISH DEPARTMENT FORM FOR ENGL 604: INTERNSHIP IN FOLKLORE, and an INDIVIDUALIZED SECTION FORM.

Once you have submitted the internship proposal, you will be required to do the following:

- Keep a weekly journal (300-600 words per week) of your internship. Each entry should summarize your work, note challenges you've faced and how you've handled them, note what you've learned, and note what you do not understand.
- Read books and articles relevant to your research interests and your work at your organization. Write two-page response papers on three of these readings.
- Develop and maintain a portfolio of your writing during the internship. You will use this portfolio to discuss your progress with the course professor in individual conferences; it will also help you to compose your end-of-term report. Your weekly journal and your response papers should be part of the portfolio.
- Meet with the course professor every 2-3 weeks to discuss your internship experiences, assess your progress, and discuss your readings and writing. Submit your weekly journal and response papers to your professor several days before your meeting.
- Your last journal entry should be an end-of-internship report. You will discuss it, along with your portfolio, with the course professor, at your final scheduled conference. The final entry should summarize the internship and highlight ways in which you have broadened your skills. It should refer to

specific projects that you see as most important to your growth during the internship (roughly 600).

- Your semester paper / project can take many forms, such as a research paper, a grant application, or an exhibit. At least eight pages in length. You and your course professor will discuss what project will address your needs the best.
- Request that your supervisor at work send to the course professor two concise assessments of your performance in the internship. One will occur at mid-term: a summary of your work and an evaluation of its quality (one or two pages). The second will occur at the end of the term, after he or she has consulted with you. This assessment should summarize your work for the semester, identify your contribution to the mission of the organization, and assess the quality of your performance, noting specific strengths and areas for improvement (two pages).
- The course professor will base your grade for the internship on the evaluations by the supervisor, the weekly journal, the discussions during conferences, the final paper, and anything else you include in your portfolio.

For more information or to schedule an office visit, please contact

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