



Internship Policy

Department of English

Internships may be held during the academic year or during the summer. The policy for such internships varies because close faculty-student interaction is limited over the summer months.

Summer Internship Policy

English majors and minors, as well as Writing minors, who would like to experience a summer internship should work with the Center for Career Development to identify possible internships at least a month before the end of the spring semester. Students need not seek credit for a summer internship, in which case, they only need to fill out paperwork with the Center for Career Development. In order to receive academic credit for a summer internship, a student must have a faculty sponsor in place. An English major should consult with his or her advisor to discuss the proposed internship opportunity; an English or Writing minor should consult with an English faculty member who is familiar with his or her work.

DEADLINE NOTE: While the Center for Career Development has set June 15 as the deadline to complete paperwork for a summer internship, the English Department's deadline for approving a summer internship for academic credit is the last day of classes of the Spring semester.

1. The majority of summer internships will be half-credit internships, graded S/U (ENG 477). Such internships do not count towards graduation requirements but do appear on a student's transcript. The student must work a minimum of 80 hours in the internship placement. The faculty sponsor and the student will agree upon the academic component of the summer internship. Specific requirements for the internship might include:
 - A letter or written evaluation from the employer or sponsoring institution assessing the quality of the student's work.
 - A weekly or bi-weekly journal entry (emailed to faculty sponsor).
 - A portfolio of work produced during internship.
 - A five- to seven-page informal paper prepared by the student, which should discuss the nature of the work and its benefit to the student, and include some form of self-assessment.

The agreed-upon academic requirements of the internship become part of the student's Learning Contract, which is "signed" electronically by the faculty sponsor.

2. In exceptional cases, summer internships may count for a full academic credit (ENG 475). The faculty sponsor must agree to work in a supervisory role (via email) over the summer and determine that the student's work for the internship corresponds to the goals of the English majors, minor or Writing minor. Such internships will most likely be in the fields of publishing, editing, or journalism and require a significant amount of writing and/or editing. The academic component of a full-credit internship will likely include a more significant formal paper which ties together the student's work on the internship with his or her academic pursuits. The student must work a minimum of 160 hours in the internship placement. Like the half-credit summer internships, full-credit summer internships will be graded S/U and thus will not count toward major or minor requirements. The credit received will count toward the 32-course graduation requirement.

NOTE: The English Department restricts full-credit summer internships (ENG 475) to English majors, minors, and Writing minors.

Academic Year Internship Policy

Because faculty are available to work closely with students during the academic year, internships held during the fall or spring semesters can be supervised by faculty, receive full credit, and be graded (ENG 470). Graded internships can count toward a student's major or minor requirements. Like summer internships, academic-year graded internships require a minimum of 160 hours of internship work, a substantial paper (assessed by the faculty sponsor), and any other academic work suggested by the faculty sponsor. The Gettysburg Review offers an internship opportunity each semester, supervised by Mark Drew, the Editor. Other possible academic year internships would be The Gettysburg Times and Celebrate Gettysburg magazine. If students have an academic-year internship that requires less than 160 hours, a half-credit internship (graded S/U) would be an option.