

CSUSB Internships in English (May 2020)

The Department of English's internship program provides students with an opportunity to apply knowledge and skills acquired in the classroom or laboratory in a professional context. The period of an internship should coincide with the university's standard academic term.

Finding an internship site and preparing a resume

To find an internship, students will need to prepare a resume.

1. Students may wish to consult the Career Center (careercenter@csusb.edu, 909.537.5250) to prepare a [resume](#). A resume will need to be submitted to the potential internship site (as well as to the department at the end of the internship). The Career Center can also work with students on drafting a cover letter and preparing for an interview.

2. There are several approaches to finding a site for an internship.

First, you might look for internship opportunities at schools, churches, businesses, and organizations with which you are already familiar.

Second, explore the resources of the CSUSB Career Center Internships Website:

<https://www.csusb.edu/career-center/jobs-internships/internships>. These include:

- Handshake. https://app.joinhandshake.com/configure_auth
- Linked In. www.students.linkedin.com
- Indeed. www.indeed.com
- USA Job. www.usajob.gov

Third, the English Department has a list of potential local internship sites and contacts, if you do not have your own internship site already in mind. The department chair will generally send these out before the start of registration for the subsequent term, but you may ask for the list any time.

Setting up and Getting Credit for your internship:

1. After you have identified a potential internship site, you should contact the English department chair, Professor David Carlson, at dajcarls@csusb.edu.

In your email, include

- a) your name,
- b) your Coyote ID#,
- c) where you are interested in doing your internship, and
- d) how many hours you are planning per week for the internship work.

If you are planning to intern at a location where we have not placed interns in the past, you should ask Professor Carlson for a copy of the Learning Site Agreement form, which will need to be completed by your internship supervisor.

NOTE: When filling out the Site Agreement Form, please ensure that you/your supervisor are using the full and legal entity name of your internship site. Not using that full legal name is the primary reason that the university sometimes initially rejects a site agreement, slowing down the process.

2. After you have returned your Learning Site Agreement form to Professor Carlson, he will verify that your desired internship site has been approved by CSUSB and notify you. At that point, in consultation with your internship supervisor, you should complete the College of Arts and Letters "Supervision Course Application Form." Here is where you can find the instructions for completing this form:

https://www.csusb.edu/sites/default/files/Instructions_to_apply_for_supervision_course_v4.pdf

If for some reason this link does not work, you can navigate to the correct place in the following way.

Go to the College of Arts and Letters Website: cal.csusb.edu

Click on the "Students" tab.

Choose "Forms and Petitions" from the navigation bar. You can find the instructions for submitting an application for supervision courses there.

3. How to Complete the Supervision Course Application Form.

A. Under "Type of Supervision Course", write "Internship"

B. To determine which course number and units, you can use the following chart:
Students participating in an internship will enroll in ENG 5751, 5752, or 5753 (Internship in English) for between 1 and 3 units of credit, according to the following formula:

Internship hours worked per week	Course and unit credit
3-6 hours	ENG 5751 (1.0)
7-9 hours	ENG 5752 (2.0)
10-12 hours	ENG 5753 (3.0)

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Estimate as best you can what your average week will involve.

C. Under “Course Goals” simply note what you are hoping to learn/what skills you are hoping to develop from your internship.

D. The “Schedule of meetings with supervisor” and “list of responsibilities” are the expectations for your internship and the logistics.

E. Under “Means of evaluation” you can reference the following information.

ENG 5751 (or 5752, or 5753) is a CR/NC (credit/no credit) course. In order to receive passing credit, students must

(a) keep a daily journal of their internship activities for submission to Professor Carlson upon completion of the internship

(b) write a 3-page, typewritten, double spaced summary report of their internship experience. The internship supervisor also completes a brief evaluation form assessing the student’s work. (That form is available on the English Department’s internship web-page.)

The journal, summary report, and the sponsor’s evaluation must be provided to the English Department office by Tuesday of Finals Week. (Summer due dates may vary.) No credit will be awarded until the documents have been received and reviewed.

F. In the signature section, under “Instructor name,” do the following. If you are doing an internship with an English department faculty member, put that person’s name down and have them sign the form. If you are doing an internship off campus or on campus in any other context besides with a tenure-track English department faculty member, list the department chair as the instructor.

4. Once you have submitted the Supervision Course Application form to the department, the chair will sign it and forward it to the College office. Once the Dean has approved it, you will be permitted to enroll in ENG 5751, 5752, or 5753.

5. Students may repeat ENG 5751, 5272, or 5752 once. No more than 6 units of credit in Internship classes may be counted toward completion of the English major.