

ENGLISH 499.001: Internship Seminar

James Burbank, jimbu@unm.edu

Ofc: Hum 266, ph 277-7436

Spring 2009

DSH 232 Weds 2-2:50

Ofc Hrs: TR 3-4

OBJECTIVES AND METHODS

This seminar addresses the needs of two different audiences: **students registered for internship credit (Engl 499.001, 1-3 hours, CR/NC only) who should either have completed or be in the process of completing an internship**; and students not registered for the course who may attend some classes from time to time either because they are looking for an internship or they seek general career advice.

Formally registered students should tell students they know who are seeking internships to attend appropriate class meetings to find out more about available internships and the internship program.

We meet in DSH 232 on the following Wednesdays for the first half of the term:

Jan. 21, 28

Feb.4, 11,18,25

Mar. 4

The class does not meet again until April 22, Earth Day, when we return to Wednesday meetings first to schedule oral presentations of portfolios and then for the presentations themselves, on

Apr. 29, May 6

Class time is devoted to discussion of the topics listed below. Some time in all seminars will be available for open discussion of the problems and successes, tips and tricks, concerns and congratulations that accompany being an intern. Requirements and assignments are the same for 1, 2, and 3 credit hours of CR/NC registration.

INTERNSHIP CLASS REQUIREMENTS FOR CREDIT

- **Miss no more than two** of the scheduled class meetings.
- **Write one professional profile with a photo** that focuses on your internship experience and professional plans for the future (see the Internship Profiles webpage for examples from last semester's internship class).
- **Compile and submit a Portfolio of your internship work** with a cover memo/report and attachments/exhibits that substantiate work completed during the internship.

- **Give a 10-15 minute oral report on your internship and/or your job search plans.** If your internship is not completed, both the Professional Portfolio and the oral presentation may take the form of progress reports. Your oral presentation will be either to the internship class or to the English 290, Intro Professional Writing class.

YOUR INTERNSHIP MENTOR MUST PROVIDE TWO LETTERS: one acknowledges that you are working as an intern and gives some overview of the tasks you are expected to participate in and/or complete (I should receive that letter ASAP, if I do not already have it); the other acknowledges completion of your internship or completion of work up to a date after the midterm of this class. The final letter is not necessarily an evaluation, although most mentors will praise your work. Both letters should be addressed to me:

Professor James Burbank, Department of English, MSC 03 2170,
1 University of New Mexico, Albuquerque, NM 87131-0001

A letter is preferred; an email is acceptable. See the “Internship Checklist,” next page

CLASS ACTIVITIES AND DISCUSSION TOPICS

Class 1	Intro to the course; ; work on profiles, preparations to post on internship web page
Class 2	More profile work, some oral presentations of profiles. Lecture and Discussion: “Visible and Invisible Job Markets: What and Where are the Jobs for English Majors?” UNM Career Services; Web Site job seeker info; Tech and Professional Writing job descriptions.
Class 3	Discussion: “Writing a Job Application Letter and Resume”
Class 4	Discussion: More on letters and resumes
Class 5	Discussion: “How to Prepare a Professional Portfolio”
Class 6	More on portfolios; wrap up the first half of the course
Class 7	Oral report prop session and portfolio wrap up
Apr/May classes	Oral Reports TBA

Final Portfolios DUE no later than Friday, May 8

EQUAL ACCESS:

If you have a qualified disability that requires accommodation to ensure your equal access to learning in this class, please see me as soon as possible so that we can work together to address your needs.

POSITIVE LEARNING ENVIRONMENT

The English Department confirms its commitment to the joint responsibility of instructors and students to foster and maintain a positive learning environment.

Internship Seminar Check List

To complete English 499 and receive credit for the class, students must submit the documents and materials directly related to the internship itself listed below. Note that, in cases where submission of this or that letter is not possible, substitutions may be arranged in conference with the Internship Director. Note also the attendance requirements for the class as well as other minor assignments not directly related to the internship, as stated in the course syllabus.

Feel free to share this checklist with your Mentor. Keep a copy of the checklist and check off each of these items as you complete them.

- **Letter/memo from your internship mentor at the beginning of the internship** stating expectations for your work and the expected duration of the internship.
- **Letter/memo from you** regarding your expectations for the internship; this letter/memo should be copied/shared with your mentor.
- **Letter/memo from your internship mentor at the completion of the internship** (or at a point in the internship at which you have completed work significant enough to present as an “outcome” of the internship experience).
- **Portfolio of internship work** or a general employment portfolio.
- **Cover memo/report w/the Portfolio** (addressed from you to the Internship Director) of 2-3 pages in which you reflect on the internship experience. The report should refer to specific work (not everything, select the most important/significant work) completed during the intern experience and should be presented as a cover memo for the internship portfolio required in the bullet above.
- **Oral presentation of your portfolio and internship experience.**