ENGLISH DEPARTMENT INTERNSHIP PROGRAM

The English Department internship program makes connections between the Chattanooga community and UTC English students. Our goal is to connect our bright and eager students in need of real world experience to community organizations seeking smart, energetic young people to help them create public documents.

Overview

Students must be junior or senior English majors or minors with at least a 2.5 overall GPA and a 3.0 in English. In addition, they must have at least 18 credit hours beyond English 1020, including two upper level writing courses. The internship includes 120-150 hours of work experience during a given semester (generally 10 hours per week over 12-15 weeks), plus coursework and a final portfolio. Students must meet with the internship coordinator weekly during an assigned time throughout the corresponding semester, but they must secure their internships before the semester begins and meet all program requirements to receive course credit. Summer internships are at the discretion of the internship coordinator.

The internship must focus on the creation of public documents. This may include writing, design and copyediting of memos and flyers, social media posts, grant applications, news articles, and other writing-related tasks that occur in business or nonprofit situations. If you have questions about whether a particular internship opportunity meets this requirement, please contact the internship coordinator directly. And, while the primary tasks should include writing, students should also learn the ins and outs of a professional setting, including meeting participation, event coordination, document and data organization, etc…

Supervisor Responsibilities
- Provide opportunities for the student to create public documents
- Teach the student about the organization and its goals
- Help the student succeed on the job by answering questions with patience and in a timely manner
- Develop a work schedule that fits the student's UTC class schedule, including the internship workshop, which meets for 50 minutes one day a week (day and time TBA)
- Work with the student to complete the internship contract, including anticipated hours, schedule and duties (form provided by the internship coordinator to be signed by the student and supervisor)
- Offer commentary, critiques and suggestions in response to the student's work
- Provide evaluations of the student's work at midterm and the end of the semester (forms provided by internship coordinator)
- Communicate with the internship coordinator if problems arise regarding the student's performance

Student Responsibilities
- Participate in the organization in a professional manner
- Live up to supervisor/student agreements regarding work schedule, deadlines, etc…
- Provide a service to the organization
- Work toward becoming a self-starter, requiring less supervision as the internship progresses
- Write clear and compelling prose that will support the goals of the organization
- Participate in a variety of activities that are part of the life of the organization
- Meet course requirements beyond the 120 internship hours, including workshop attendance, weekly reports, workplace analysis, a small design project, and final portfolio (capstone students have a few additional requirements for the final portfolio)

Please contact Dr. Lauren Ingraham if you have any questions: Lauren-Ingraham@utc.edu