

TCU English Department

Internship Resources

English



GET STARTED

PROCEDURES FOR WRIT 40273, WRITING INTERNSHIP

Students may not register for WRIT 40273 until they have completed the processes detailed below. You must meet with the coordinator the semester prior to your internship.

Internship coordinator:

Dr. Ann George

(817) 257-6247

a.george@tcu.edu

Deadlines for confirming internships with the coordinator

Aug. 1: for fall internship

End of finals week in December: for spring internship

Note: Some internships require applications six to 24 weeks in advance.

Consider the various ways an internship can benefit you:

- helps with career decisions
- may lead to full-time employment
- answers questions about what certain jobs are like
- tests writing abilities for various audiences in the workplace
- provides on-the-job experience
- challenges assumptions a student may have about workplace behavior.

A final writing portfolio is the primary, but not the sole, outcome of the course.

This course may be repeated once for credit. Each agency will work with only two interns per semester.

INTERNSHIP CHECKLIST

1. Find an internship provider.

Read through the information about course requirements and agency partners on this website or in materials available in the English department office (314 Reed). You may identify a work site from the list of agency partners or look for an agency on your own (subject to coordinator approval). Contact the coordinator for further information or help determining a suitable agency.

2. Prepare for and secure an interview.

Study the agency website before requesting an interview. You will also need to polish your resumé and understand expectations for a professional interview (see resources available through the Center for Career and Professional Development). You will interview with one or more agencies and, provided an offer, select an agency to work with.

3. Complete letter and enrollment.

Before you can enroll in WRIT 40273, you must submit a Letter of Agreement signed by you, the agency supervisor and the internship coordinator. Request a letter of from the coordinator, have the agency supervisor sign it, and return the signed letter to the coordinator, who will then give you a permission number to register for the course. Do not accept an internship without the coordinator's approval.

4. Attend orientation and online class.

Access the TCU Online course site on the first day of class to obtain the course syllabus and other required forms (Informed Consent and Assumption of Risk, Student Driver Form, Social Media Policy) and to locate the threaded discussion area where you will write weekly responses. You must attend an orientation session with the internship coordinator early in the semester. Check your TCU email daily and respond promptly to coordinator emails.