Humanities Internship Requirements for Students

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Office: 320 Walker  
Office Hours: By appointment

General requirements

In addition to your duties at your internship site, which will be assigned by your site supervisor, you are required to participate in discussions with other HU interns on Canvas; to report on the progress of your internship; to write an annotated bibliography of articles from professional journals in your field; and to write an assessment report of your professional development in the internship that includes samples of the work that you completed in the internship.

Most of your internship will involve work assigned by your site supervisor. However, it is important that you be able to make connections and articulate differences between your internship experience and your academic experience. This is the primary purpose of the following assignments.

STANDARD OF WORK: One criterion I use in evaluating written assignments is to look at your writing the way a client or supervisor would look at it. Specifically, I expect your writing to be free of careless errors in terms of spelling, grammar, and punctuation. This is particularly important in an internship because your work reflects not only your own professional competency, but also represents the Humanities Department and Michigan Technological University. Careless work will result in your grade being lowered.

EMAIL: Please begin all internship-related emails with the subject “Humanities Internship: [SUBJECT OF EMAIL]. This subject line will ensure that I recognize your email as internship correspondence.

Assignment Descriptions & Points

1. CONFIRM CONTACT INFORMATION (40 POINTS). As soon as you begin your internship, email me the following information:
   
   1. The mailing address, email, and phone that you will use during the internship. If applicable, also email me your permanent address.
   
   2. Your internship site supervisor’s name, phone, and full work address, including mailing address, street address, and email address.

   Send me this information even if you are sure I already have all of it.

2. INTERNSHIP DISCUSSION AND/OR BLOG POSTS (210 POINTS – 30 POINTS EACH). Seven times over the course of the semester (weekly in the summer and bi-weekly in the fall/spring), I will post a prompt to the internship course’s Canvas discussion board. The prompt will be a question or questions related to your internship, and may include brief readings to respond to. By Sunday of that week, you should post an approximately 150-word response to the prompt and respond to at least one other intern’s post. You may also use the discussion board to post your own questions or concerns about the internship on which you’d like the other HU interns’ and my feedback.
You may substitute a blog post to the HU internship website for one of the Canvas discussion posts.

2. PROGRESS REPORTS (150 POINTS – 50 POINTS EACH). Three times over the course of the semester during which your internship takes place, I will post an assignment to Canvas titled “Progress Report, Weeks [X - X].” Please post here a 1 – 2 page progress report updating me on the work you’ve completed during that time period, the people you work with, and the work settings. Also, please discuss the knowledge and skills that you have gained from your formal college education that you find applicable to the work in your internship (if any). You should be learning new skills and concepts, as well, and these should be part of your internship report as well.

2. ANNOTATED BIBLIOGRAPHY (150 POINTS). Midway during your internship, you will turn in an annotated bibliography. This bibliography must list at least five articles from at least two professional and/or scholarly journals (these could be print or digital, and could also include resources like professional blogs) related to the field in which the internship takes place.

Select five articles that seem to relate in some significant or interesting way to the work that you are doing in your internship. Write an annotated bibliography of these articles. Your annotation of each article should briefly summarize the article and discuss its relevance to some aspect of your own internship. I can provide you with examples of such an annotated bibliography if you like.

Follow a standard style such as MLA, APA, or Chicago in your bibliography.

3. PROFESSIONAL DEVELOPMENT ASSESSMENT REPORT (250 POINTS). Write a report of at least 1000 words in which you assess your professional development as a result of the internship. In this report, you should make connections between your academic work and the work you did in your internship. You should be as specific as possible, discussing courses you have taken, skills and concepts you learned in school, projects or assignments in classes that you see as relating to your internship work.

In addition, discuss those aspects of your internship which you believe helped you move beyond the academic context to learn professional practices that could not have been easily learned in a formal classroom environment. This might include applications of academic learning that you think were possible only in the internship experience, or it might include concepts and skills that were unique to the internship.

Also, please incorporate into the report at least three samples of work that you produced in the internship, or (in cases where samples aren’t applicable or where you are not allowed to share them) three different representative anecdotes that describe different aspects of your work as an intern.

Finally, please discuss anything you think could be done to strengthen such internship experiences for other students. This might include courses that you would like to have taken, not only courses we offer but also that you haven’t taken, but courses you think should be offered. This could also include skills and concepts you think should be taught in courses that are now offered.
4. **Evaluations by Site Supervisor (200 Points – 100 Points Each).** At the middle and end of the semester, your site supervisor will complete an evaluation of your performance as an intern. I will send the evaluation form to your supervisor; this is not your responsibility. If you want to discuss your evaluation with your site supervisor, please ask them about it. If they do not discuss the evaluation with you, I will allow you to see it if you wish.

If you have any questions about the syllabus or about any of the assignments, please feel free to talk to me. The purpose of these assignments is not to test you, but to give you occasions to reflect and to think critically about your professional work experience and the academic experiences you have had which are supposed to have helped prepare you for a profession. I am happy to discuss these matters with you and to try to help you explore the issues that concern you.

Please feel free to discuss your internship with me if you have concerns about the work, or relationships with people in the organization. If you are on campus, you can drop in to see me during office hours or you email me to set up an appointment. If you are off campus, you can correspond with me via email, through the Canvas site, or we can set up a time to chat on the phone or via Skype.

**Grading Scheme**

There are 1000 total points possible in this course. Your grade will be based on the total number of points that you received for the course divided by the total number of points possible. Your letter grade will be assigned according to the following chart:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Points/Credit</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93% &amp; above</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>AB</td>
<td>87% – 92%</td>
<td>3.50</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>82% – 86%</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>BC</td>
<td>76% – 81%</td>
<td>2.50</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>70% – 75%</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>CD</td>
<td>65% – 69%</td>
<td>1.50</td>
<td>Below average</td>
</tr>
<tr>
<td>D</td>
<td>60% - 64%</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>0.00</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete; given only when a student is unable to complete a segment of the course because of circumstances beyond the student’s control.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Conditional, with no grade points per credit; given only when the student is at fault in failing to complete a minor segment of a course, but in the judgment of the instructor does not need to repeat the course. It must be made up by the close of the next semester or the grade becomes a failure (F). A (X) grade is computed into the grade point average as a (F) grade.</td>
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</tbody>
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Assignments turned in late will be docked 20 points per day that they are late unless you have made arrangements with me in advance.