

# HU 4600 Humanities Internship Guidelines & Proposal

This proposal is for an internship that will earn credit in the Michigan Technological University Department of Humanities internship program. The internship must provide the following conditions to meet the requirements for a Humanities internship:

## Hours of work:

Credit for internships is calculated on the basis of 45 hours of work for each credit hour. **The typical internship is three (3) credit hours, or approximately 140 hours of work over the course of a semester.** Internships can, however, earn varying amounts of credit up to six credit hours, depending on the total hours of work available. Hours should generally be fixed so that the intern can plan on a regular number of hours of work each week throughout the school term.

## Type and Quality of Work:

A Humanities internship should provide experience that relates to the student's academic field of study within the Humanities. Although the type of work that is appropriate will vary depending on the student's major and based on the nature of the internship, in general the student should have opportunities to work with communication or other language related tasks. For example, such work would involve writing, media production, design, editing, evaluation, interviewing, or research. Other types of work could involve education, training, or project management tasks. If it is not possible to have the intern work directly on these types of tasks, then the intern should be working in a dynamic environment with ample opportunities to network with, interact with, and learn from professionals in their field.

## Supervision:

The intern should have a supervisor to whom she/he reports regularly and who is responsible for assigning and evaluating the intern's work. The supervisor should be authorized and willing to provide a written evaluation of the student's performance at the middle and end of the term. The evaluation forms will be provided to the supervisor by the Humanities Internship Program Director.

Although the intern should have a supervisor, he/she should also have the opportunity to work somewhat independently. In addition, we recommend that the intern be assigned at least one project that he/she can work on from beginning to end.

We also recommend, if it is possible, that the intern be assigned a mentor to help her/him make the adjustment to the internship during the first few weeks. A mentor should not have supervisory authority over the intern. It should be someone who can help the intern become familiar with her/his assigned tasks, the work environment, the intern's coworkers, and the policies and culture of the organization. The mentor should be willing to answer questions and advise the intern without being in a position to evaluate or pass judgment.

## Paid or Unpaid Internships:

Both paid and unpaid internships may be used for credit under the Humanities Internship course, HU 4600. Internships provided by non-profit organizations generally do not include payment of wages or salary. In addition, a few types of for-profit businesses (publishing, television, radio, journalism) may not provide pay to interns, although it is not unusual for these internships to include a stipend to help with travel to and from work.

## Internship Report:

An important outcome of an internship, particularly those involving communication products, is for the student to be able to include samples of his/her work in their final report. It is understood that some materials involve confidential or proprietary information and cannot be used for student portfolios. In such cases, we ask that supervisors work with the intern in devising suitable alternatives to work samples (such as descriptions of the types of work done and the skills involved).

## Working Conditions:

It is essential that our interns be able to work in a safe environment in which they will not be expected to perform dangerous or risky tasks or exposed to harmful or dangerous conditions, situations, products, equipment, or activities carried out by other personnel. It is also essential that they work in an environment free of discrimination and harassment.

## Internship Proposal

Name of Intern \_\_\_\_\_

Provide a job description for the internship, listing typical duties, needed skills, competencies, education, and/or experience (attach additional sheet if necessary).

**Hours/days/dates of Work**

Work will typically be done between the hours of \_\_\_\_AM/PM and \_\_\_\_AM/PM Work

will typically be done on the following days of the week \_\_\_\_\_

The internship will begin on the date \_\_\_\_\_ and end on the date \_\_\_\_\_

**Location where internship work will be performed:**

Name of Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip or Postal Code \_\_\_\_\_

Country if not U.S.A. \_\_\_\_\_

**Person(s) who will supervise and evaluate the intern**

Name \_\_\_\_\_

Address (if different from internship work location) \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax \_\_\_\_\_

**Signatures of parties listed below indicate approval of the proposed internship.**

\_\_\_\_\_  
Internship Site Supervisor Date

\_\_\_\_\_  
Intern Date

\_\_\_\_\_  
Maria Bergstrom Date  
Humanities Internship Program Coordinator, Department of Humanities  
Michigan Technological University  
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