University of Pittsburgh Department of English and Film Studies Program

Who can do an internship? Only those students who are in good academic standing may apply to do an internship.

How do I apply?
1. To inquire about internship opportunities, or to discuss an internship for which you plan to apply or have already secured, contact the appropriate person:

    a. English Majors (Literature, Fiction, Nonfiction, Poetry): Brenda Whitney pitt.whit.@verizon.net
    b. Public & Professional Writing Certificate: Sarah Leavens slleavens@gmail.com
    c. Film Studies Majors: Mark Best mtb6@pitt.edu

2. Select an internship site and obtain a learning agreement from the Department of English and Film Studies Program Advising office. If you are taking the internship class with Pam O'Brien, return your completed form to her. If you are working with a faculty sponsor (including Ellen Bishop), return the form to the English advising office to register for your internship.

How many credits can I earn for an internship? A student can do an internship for up to 3 credits (1-3 credits for Film Studies majors) in a given term, with the workload being commensurate with the number of credits. For an internship to satisfy an elective requirement for a Writing, Literature, Film, or PPW major, the internship must be taken for 3 credits. Students must be registered and receive credits for their internship during the same term in which they are working at the internship site. With special permission from the faculty sponsor, individual exceptions for term requirements may be made for film interns working on film sets whose working time frame may not coincide with the academic semesters. Students are encouraged to do more than one internship, but Writing, Literature, and PPW students may not do more than two internships for credit toward their major or certificate, and only one in a given term. Film Studies students can only count one internship (up to 3 credits) as an elective for the major. An internship will count as extra credits outside of the major if electives are already satisfied.

What kind of work is required in order to earn credits for my internship?

1. **On Site Work:** You must work at least 10-15 hours per week at your internship site, or remotely if applicable. ***Students who are Writing majors and those doing PPW internships must spend at least 50 percent of their time on the job in writing-related activities.*** For Literature and Film Studies majors, in conjunction with an internship "writing" will be considered as any work that involves reading, proofreading, evaluation, and/or editing, technical production, as well as actual composition.

2. **Internship Course:** You will take the appropriate internship course for 3 credits: ENGWRT 1900 for Writing and Literature majors; ENGCMP 1900 for PPW students. An exception may be made if you have a faculty sponsor with whom you will meet regularly to discuss your progress at a mutually convenient time. A faculty sponsor must be a full-time faculty member. Film majors will take ENGFLM 1930, and Writing or Literature majors doing a non-writing-intensive internship will take ENGLIT 1907. You must be enrolled in the internship course by the end of add/drop for the semester during which you will be doing your internship.

3. **Academic Work:** You will be expected to do work beyond what you will do for your internship site. Typically, this includes regular journal entries and a final paper/project.

    a. **Reflective Journal Entries** should not simply report the work you are doing but ***provide your analyses on that work***, including discussion of specific tasks, organizational hierarchy of the internship site, and/or of the professional field into which it fits. For example, if you are interning at a television station, how do the interactions and tasks represent or engage with the broader field of television news, programming, etc.? Where do you see yourself fitting into this field? What skills are you learning and what skills will you need to learn in order to secure a job in this field? Your journal entries and final paper should also include interviews with staff members at your internship site.

b. **Final Paper/Project:** At the discretion of the course instructor or the faculty sponsor, the intern will write a paper or complete a final project requiring the equivalent amount of work. For example, a Film Studies major might develop a short documentary project relating to the internship. A student interested in advertising might create a campaign for a product or compile an employment portfolio with samples of work completed during the internship or using skills learned on the job.

4. **Evaluation Processes:**
   a. You must complete satisfactory work for the internship site. Your supervisor will be sent a midterm and a final evaluation to complete regarding your performance, to be reviewed by your faculty sponsor.

   b. You must complete satisfactory academic work for the instructor of the internship class or for your faculty sponsor to evaluate according to a schedule decided upon between you and your faculty sponsor. Your final grade will be determined by the instructor of the internship class or by your faculty sponsor.

   c. University E-Mail Policy: Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students who choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to http://accounts.pitt.edu, log into your account, click on **Edit Forwarding Addresses**, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html.)

What financial considerations are involved in doing an internship?
All internships for credit are subject to tuition at appropriate full-time or part-time tuition rates. Internships should be considered as courses fulfilling an academic component with the responsibilities that attach to a course as specified by the faculty sponsor or the internship course instructor. Credit cannot be granted for students who are not appropriately enrolled for their internships during the registration and add/drop period, nor can it be granted retroactively.

The Department of English and Film Studies Program are grateful for the continued support of our sponsoring partners, which provide grants for qualifying Pitt undergraduates pursuing media, public relations, and film internships that have a substantial writing component. The funds provide grants for unpaid and low-paid internships and/or support for living expenses for out-of-town internships. Applications for awards are evaluated and given out on a one-time competitive basis. For more information on grant opportunities, please visit the "Financial Assistance for Internships" section of our website, www.english.pitt.edu/undergranduate/internships, or contact Internship Coordinator Tom McWhorter.

A Final Thought
As an intern, you will conduct yourself in a professional manner at all times, adhering to the standards for professionalism in appearance and behavior as established by the site managers of your internship. Learn all you can, have fun, and keep in mind that the way you present yourself directly affects your potential to succeed, not only as an intern but in your future career endeavors. ***Make a POSITIVE lasting impression. Best of luck!***