

Christopher Newport University
Department of English

Guidelines for English 460:
Internship at The Captain's Log
Faculty Advisor/Sponsor: Dr. Terry Lee
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1. Work schedule and assignment(s):
 - a. Ideally, your interests can be matched with the needs of the student newspaper... at least some of your interests. Discuss what kind of work you would like to do with the Editor. Your commitment to the newspaper over the semester must add up to 120 hours, which you will report on weekly. You may report, write, edit, photograph for the newspaper, or assume other roles that will be productive, helpful and instructive, such as working on the business staff.
 - b. Fill out the "English 460 contract" with the Editor, detailing your responsibilities and describing the kinds of work you will do and how you will fulfill the 120-hour requirement in meaningful work.
 - c. Schedules and assignments do need to meet the newspaper's needs. However, student interns can build flexibility into their schedules. For instance, interns can keep regular office hours over the semester—in which demonstrably productive use is made of the time—or they can work intensively on a special project for several hours per week over a period of shorter than a regular semester.
2. Conferences between The Captain's Log faculty advisor and the student intern:
 - a. Prospective student interns must deliver the "English 460 contract," signed by the student Editor, to the advisor at the beginning of the semester.
3. Practicum journal:
 - a. Student interns must check in weekly with the faculty advisor and, if requested to, complete weekly written reports of:
 - hours,
 - activities,
 - problems, and/or
 - successes.
 - b. The advisor will keep all entries and collect them into a folder to be kept on record.

Requirements & Grading

- **120+ hours during the semester— complete weekly e-mail log (25%)**
- **practicum essay (25%)**
- **portfolio (50%)**
- **reliability in job performance**

Basis for grading. Your faculty sponsor, the faculty advisor to the student newspaper, evaluates your work and assigns the course grade in the following three areas (a, b, c). The advisor does seek input from the student editor on reliability in job performance (d).

Weekly e-mail log:

- a. Each week, e-mail the faculty advisor a complete and **descriptive** weekly log, turned in weekly on time. Include a record of times worked and a brief account of your experience that week. A complete e-mail log—print-outs of your weekly e-mails—is worth 25% of grade. Incomplete logs will be graded down. **IMPORTANT:** In the “subject” window of the e-mail type the following—**460 Your Name #__**. (For instance, John Doe’s fifth log e-mail will be headed “460 John Doe #5.”)

Practicum Essay

- b. practicum essay: well written, reflective analysis and explanation of your experience. Worth 25% of grade.

Portfolio

- c. End-of-internship portfolio. This should include print-outs, clips or photocopies of any published material that represents the range of your production. If you have worked on the business staff, supply evidence of your work (e.g., ad sales, a letter from your student supervisor detailing your work, and so on.) Worth 50% of grade.

Reliability in job performance

- d. The faculty advisor will seek input from the student editor on the intern’s reliability.

Note to student intern: since there is one grade for the internship, the final grade, it is advisable to schedule conferences with the faculty advisor/ sponsor a few times during the semester to discuss your progress.

7. Expectations of student interns:

- a. that interns will work about 120 hours over the semester-long internship
- b. that reporters write acceptable copy that is publishable... that photographers, artists, editors, and so on do work that is at least acceptable and that meets standards that contribute to the publishing success of the student newspaper.

- c. that interns are practicing skills they have acquired in previous work of life experience, or in formal academic study or
- d. that interns are apprenticing themselves to student newspaper staffers with experience and are learning new skills.
- e. that interns who experience difficulties with their assigned work, with other staff, or with maintaining their commitment to the internship will quickly see the advisor/faculty sponsor

English 460
Captain's Log Internship

Contract

The following agreement has been discussed and agreed upon by _____ a prospective intern at The Captain's Log and by _____, Editor of the Captain's Log on this date _____.

Both the intern and student Editor agree:

1. to the terms outlined in the "guidelines for English 460: Internship at The Captain's Log" and this Contract.
2. to report any difficulties in scheduling, work load, quality of work, and so forth, to the Faculty Advisor of the Captain's Log, who is also the academic "sponsor" of the internship.
3. to work together in a professional manner.

English 460 Requirements

1. The intern must work about 120 hours over the semester. This work can be done either in the office or in the field. In either case, document your hours and activities in your Practicum Journal.

Outline below the way the intern and the student Editor agree the 120 hours can be arranged to meet one another's needs. (Note: the needs of the student newspaper finally must dictate what the intern may or may not do for the internship.)

2. The intern can pursue many kinds of work at The Captain's Log to fulfill the internship's requirements, e.g., editing, laying out pages, writing, photographing, and so on.

Signed,

prospective student intern _____

C.L. Editor _____