

How Can I Earn Course Credit for an Internship?

Why would I want to pursue an internship for course credit?

Pursuing an internship for course credit would allow you to explore potential career paths, build valuable professional networks, and apply skills you are developing in your coursework in settings beyond the classroom, all while contributing to your progress toward your degree.

What are the eligibility requirements for the Internship Course?

Completion of 12 credit hours of graduate coursework in English with a grade of B or better is required before you can register for this course.

How many credits can I earn for an internship? How many hours of internship work translate into an hour of course credit?

The internship course is available with a range of credit hour options to allow students to pursue a variety of internship opportunities; you can earn 1 credit hour for every 40 hours of internship, up to a maximum of 3 total credit hours for 120 internship hours.

How does the internship course count toward my degree?

The internship course counts as elective credit. There is a course offering at both the MA and the PhD level (do make sure to sign up for the correct level).

Beyond completing internship hours, what else do I have to do to earn course credit?

You will be required to assemble an e-portfolio based on your internship experience. It should include at minimum three artifacts that demonstrate the types of work you have performed during your internship, an integrative reflection, and a resume suitable for pursuing job opportunities in areas related to your internship.

How is the internship course graded?

The internship course will be graded on a satisfactory/unsatisfactory basis. Your faculty supervisor will collect an evaluation from your internship supervisor and will assess your e-portfolio.

How do I find an internship that fits my needs and interests?

You can pursue your own research and community connections to find internships, and there are great campus resources to help you as well. Bryanna Licciardi is the English Department Professional Development Coordinator, and she can help you locate opportunities, evaluate application materials and/or prepare for interviews. You can contact her at Bryanna.Licciardi@mtsu.edu. Other campus resources include MTSU's Career Development Center and job search tools that they make available such as Handshake.

Who can serve as a faculty supervisor for my internship?

Any graduate faculty member in English can serve as a supervisor for your internship. Not all English faculty are graduate faculty, so you can check which faculty members have graduate faculty status [here](#). If you are having trouble finding a faculty supervisor, check in with the graduate advisor.

What are the faculty supervisor's responsibilities during an internship course?

Similar to the process of establishing other individualized courses such as Directed Readings, the faculty supervisor will assist the student with some paperwork required to set up the course. In this case, the faculty supervisor will review the Internship Request for Credit Form and forward it to the Graduate Program Director and the Graduate Program Secretary along with an email indicating willingness to serve as supervisor.

At the end of the internship, the faculty supervisor will evaluate the student's e-portfolio on a satisfactory/unsatisfactory basis and collect an evaluation form from the student's internship supervisor. The faculty member then assigns a course grade of satisfactory or unsatisfactory and submits the internship evaluation form to the English Graduate Office.

The faculty member is not responsible for helping students locate and apply for internships or expected to communicate with the internship supervisor; the student should ask the internship supervisor to complete the evaluation form and should submit that to the supervising faculty member near the conclusion of the internship semester.

How do I set up an internship course?

Once you secure an internship and a faculty supervisor, you complete the Internship Request for Credit Form. Among other things, the form asks you to provide a brief description of the internship and how it supports your learning goals and to provide documentation that you have been hired for an internship. Your faculty supervisor will submit the form to the Director of Graduate Studies and the Graduate Program secretary, indicating their approval and willingness to supervise. Once the Director of Graduate Studies approves the proposal, an individual section of the course will be created for you and you will be able to register.

Is there a deadline for establishing and registering for an internship course?

You are encouraged to submit the paperwork to establish your internship course during the early registration period for the semester in which your internship will occur, but we will accept the Request for Credit form up until the start of classes during the semester of your internship. You must register for credit during the semester that you are pursuing your internship; you cannot register for credit in one semester and complete the internship hours in a different semester.

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