

EIGHT EASY STEPS TO SECURING PLNU CREDIT FOR YOUR WRI 470 INTERNSHIP
by Rick Hill, LJML Dept.

1. Find a business or organization that wants an intern. LJML internship advisors have lists of local possibilities (including newspapers, magazines, and publishing houses), but many more are out there. You may also find one in your home town if you are doing a summer WRI470. The advisor will help with leads, but ultimately, it is your responsibility to find your own internship based on your career interests.

But don't actually begin your internship until you . . .

2. Fill out the Internship Request Form (available from the LJML office) and clear the internship with the LJML professor who will serve as your internship advisor. An approved internship will be one that

(a) involves writing and has a clear educational objective: i.e., an internship that will give you real work experience in professional writing, not just envelope-stuffing or coffee-fetching.

(b) provides at least 40 hours work per credit hour sought. (LJML internships are usually two credits, so your internship must provide at least 80 hours work experience; these hours may be spread in any way that works for the student and the company).

(c) has a direct supervisor who will agree to three required (but short) contacts with the PLNU supervisor, which may be via site visit, phone, or e-mail.

Once your internship is cleared and your PLNU advisor has signed the Internship Request Form . . .

3. Register for a two-credit, WRI470 internship. Be sure the Records office puts you in the right section--each LJML advisor will have his/her own. You must complete the internship within the semester you register for it; retroactive internships are prohibited by University regulations. Summer internships can be spread over both summer sessions as necessary. Once you have registered, get your advisor's signature on the Internship Request Form to officially clear your internship.

Now that your internship is officially underway . . .

4. Make sure you understand your daily internship duties and responsibilities. If your site supervisor provides a written orientation/instruction sheet, make a copy to review with LJML advisor. If no written instructions are provided, take notes on oral instructions, check them with your site supervisor, review with your LJML advisor, and type them for inclusion in your *portfolio* (see # 6).

Once you start work, be sure to . . .

5. Keep in touch with your LJML Professor/Advisor. E-mail regular progress reports, using the style/content/frequency preferences of your advisor. Basically, these reports document what you

did, what you learned, and how many hours you worked. Missing or late reports may jeopardize your credit for the internship. Your advisor may also require regular phone and/or other contact.
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6. Compile an ongoing *portfolio* of your work, using the style/organization preference of your LJML professor/advisor. The portfolio may consist of published articles, press releases, business letters, scripts, project reports, and/or any other copy on which you have written, edited, or collaborated. A well-constructed portfolio can help tremendously when you go for a real job interview.

7 Arrange a site visit (if distance permits). The visit by your LJML advisor should take place toward the end of your internship and should include a tour of the worksite and time for a short conference with your site supervisor. Your portfolio should be available and current. Be sure to arrange a time that will not inconvenience your supervisor or co-workers.

8. Meet with your LJML supervisor for a debriefing/discussion after your internship is completed. Bring your complete portfolio, including

(a) copies of your weekly reports

(b) copies of all writing done for the internship

(c) the completed self- and supervisor evaluation forms section of the Internship Request Form

(d) a letter of recommendation from your site supervisor, which you should ask for about three-fourths into your internship. Don't be shy about reminding the supervisor to complete this extremely important paperwork.

If you complete all the above in order, you will receive credit for your internship. Be sure you understand these instructions; ask your advisor in advance if you aren't clear on any aspect of the process. Ongoing documentation and contact with your advisor is crucial to a successful internship.