

Internship Seminar Check List

To complete English 499 and receive credit for the class, students must submit the documents and materials directly related to the internship itself listed below. Note that, in cases where submission of this or that letter is not possible, substitutions may be arranged in conference with the Internship Director. Note also the attendance requirements for the class as well as other minor assignments not directly related to the internship, as stated in the course syllabus.

Feel free to share this checklist with your Mentor. Keep a copy of the checklist and check off each of these items as you complete them.

- **Letter/memo from your internship mentor at the beginning of the internship** stating expectations for your work and the expected duration of the internship.
- **Letter/memo from you** regarding your expectations for the internship; this letter/memo should be copied/shared with your mentor.
- **Letter/memo from your internship mentor at the completion of the internship** (or at a point in the internship at which you have completed work significant enough to present as an “outcome” of the internship experience).
- **Portfolio of internship work** or a general employment portfolio.
- **Cover memo/report w/the Portfolio** (addressed from you to me) in which you reflect on the internship experience. The report should refer to specific work (not everything, select the most important/significant work) completed during the internship experience and should be presented as a cover memo for the internship portfolio required in the bullet above.
- **Oral presentation of your portfolio, internship experience, career strategy.**