English MA Program

INTERNSHIP PROPOSAL FORM

Name:  

UMS#: 

Email:  

Phone: 

Date of Submission:

Internship Information:

I plan to complete my Internship in:

FALL 20____ (year)  
SPRING 20____ (year)

My Internship will feature work at the following company, organization, or institution:

My Internship duties and tasks will consist of:

Internship Required Signatures:

UMass Boston Internship Advisor (often the Graduate Program Director)—Name and Signature: ____________________________________________

Graduate Program Director Signature: ____________________________________________

Internship Proposal Materials—Please include with this Form:

1. Description of internship plans (approximately 250 words).
   • The Internship Proposal must provide a clear explanation of your internship location, position, and on-site internship director/overseer.
   • The description must state the central goals of your internship. What are the intellectual goals of your work? How do these goals connect to the practice of English studies or advance a career in English?
   • The description must state the central tasks of your internship. What are the
daily, weekly, and/or monthly activities your internship will allow you to participate in? What responsibilities will you have? What tasks will you undertake? What projects do you hope to complete?

2. Description of internship portfolio and reflection essay (or comparable “deliverable”) to be produced.
   ● The Internship Proposal must explain the materials you will produce during the internship and how you will submit those materials to your Internship Advisor and the Graduate Program Director.
   ● The internship “deliverable” typically takes the form of a portfolio of materials produced during the internship. This portfolio can take a number of forms, including a collection of copied work documents or a personal work journal.
   ● The internship must also generate a self-reflective essay; this narrative piece must reflect on the work completed and the learning it entailed.
   ● The exact shape and length of these materials are dependent on the internship and will be determined in consultation with the Graduate Program Director.

3. Bibliography of 6-10 works to be read.
   ● The Internship Proposal must include a bibliography of 6-10 titles. You must connect your internship experience to publications in the field. This reading can include professional guidebooks or academic studies in the field. This material must be referenced in your final self-reflective essay.

Internship Registration:

After your Internship Proposal has been approved, you will be notified via email and will be registered by the English MA Office for ENGL 685: Graduate Internship in English.

Please bring one copy of this form and all materials to the English MA Office.

Also submit a copy to your Internship Advisor.

Submit materials to the English MA Office at least two weeks before the regular course registration period ends.