

University of Pittsburgh
Department of English
Including Film Studies and PPW Certificate Programs
Internship Guidelines and Requirements

Who can do an internship?

Only those juniors and seniors who are in good academic standing may apply to do an internship. Sophomores may apply with special permission from the appropriate program representative (see below).

How do I apply?

1. To inquire about internship opportunities, or to discuss an internship for which plan to apply or have already secured, contact the appropriate person:
 - a. Writing (Fiction, Nonfiction, Poetry) Majors: Caren Marcus caren@pitt.edu
 - b. Public & Professional Writing Certificate: Pam O'Brien redactor7@aol.com
 - c. Film Studies Majors: Ellen Bishop ebishop@pitt.edu
 - d. Literature Majors (Non-Writing Intensive Internships): Lori Campbell lmc5@pitt.edu
2. Select an internship site and obtain a Learning Agreement from the Department of English and Film Studies Program Advising office. Complete the form and return it to the advising office to register for your internship.

How many credits can I earn for an internship? A student can do an internship for 3 credits (1-3 credits for Film Studies majors) in a given term, with the workload being commensurate with the number of credits. Students must be registered and receive credits for their internship during the same term in which they are working at the internship site. With special permission from the faculty sponsor, individual exceptions for term requirements may be made for film interns working on film sets whose working time frame may not coincide with the academic semesters. Writing and Literature majors and PPW certificate students are encouraged to do more than one internship, but may not do more than two internships for credit, and only one in a given term. Film Studies students can only count one internship (up to 3 credits) as an elective for the major. An internship typically counts toward an elective requirement for the major in English Writing, Literature, or Film Studies, or for the PPW Certificate. An internship will count as extra credits outside of the major if electives are already satisfied.

What kind of work is required in order to earn credits for my internship?

1. **On Site Work:** You must work at least 10-15 hours per week at your Internship Site. *Students who are Writing majors and those doing PPW Certificate internships must spend at least 50 percent of their time on the job in composition.* For Literature and Film Studies majors, in conjunction with an internship “writing” will be considered as any work that involves reading, proofreading, evaluation, and/or editing, technical production, as well as actual composition.
2. **Internship Course:** You will take the appropriate internship course: ENGWR1 1900 for Writing and Literature majors; ENGCM1 1900 for PPW Certificate students; or ENGFLM 1930 for Film Studies majors. An exception may be made if you have a faculty sponsor with whom you will meet regularly to discuss your progress at a mutually convenient time.

3. **Academic Work:** You will be expected to do work beyond what you will do on site. Typically, this includes regular journal entries and a final paper/project.
 - a. **Journal Entries** should not simply report the work you are doing but *provide your analyses on that work*, including discussion of specific tasks, organizational hierarchy of the internship site, and/or of the professional field into which it fits. For example, if you are interning at a television station, how do the day-to-day interactions and tasks represent or engage with the broader field of television news, programming, etc.? Where do you see yourself fitting into this field? What kind of work might you want to do? What skills are you learning and what skills will you need to learn in order to secure a job in this field? Your journal entries and final paper should also include interviews with staff members at your internship site.
 - b. **Final Paper/Project:** At the discretion of the faculty sponsor, the intern will write a paper or complete a final project requiring the equivalent amount of work. For example, a Film Studies major might do a short documentary project relating to the internship. A student interested in advertising might create a campaign for a product, or compile an employment portfolio with samples of work completed during the internship or using skills learned on the job.
4. **Evaluation Processes:**
 - a. You must complete satisfactory work at the internship site. Your supervisor will be sent a midterm and a final evaluation to complete regarding your performance, to be reviewed by your faculty sponsor.
 - b. You must complete satisfactory academic work for instructor of the internship class, or for your faculty sponsor to evaluate according to a schedule decided upon between you and your faculty sponsor. Your final grade will be determined by the instructor of the internship class or by your faculty sponsor.

Is there financial aid available for internships?

The Department of English and Film Studies Program are grateful for the continued support of the Heinz Endowments, which provides grants for Pitt undergraduates pursuing various media and film-related internships. Awards are given on a competitive basis. Candidates must be English majors or PPW Certificate students, the internships must be writing-based and they must be acquired before submitting the completed application. Internships of a political nature do not qualify for funding because the Heinz Endowments is a non-profit agency. Also, the University stipulates that students cannot be employed by Pitt while receiving stipends for internships.

A Final Thought

As an intern, you will conduct yourself in a professional manner at all times, adhering to the standards for professionalism in appearance and behavior in keeping with those established by the site managers of your internship. Learn all you can, have fun, and keep in mind that the way you present yourself directly affects your potential to succeed, not only as an intern but in your future career endeavors. *Make a POSITIVE lasting impression. Best of luck!*