

# UH CWP-ROWAN SUMMER INTERNSHIP PROGRAM



**For Partnering Organizations:** Potential Rowan Interns will apply for the Rowan Internship program. Eligible candidates must have a 3.0 or higher GPA in English, they must be English majors who have completed at least 6 hours of upper division English courses and 3 hours of a Creative Writing course— this generally puts students in a rising junior or rising senior standing. Students must also submit the contact information from two references. In particular, one reference must be a professor in the department who can address their writing skills and professionalism. Finally, their selection into the program will be contingent on a successful interview with the supervising organization. Interns will receive all funding from the Rowan Foundation.

Interns will work with an organization to perform professional writing/editing tasks in addition to helping with clerical or service tasks. We recommend that the balance be roughly 75% professional work and 25% clerical work. The goal is for interns to be of assistance to the organization and also be able to learn about work in their professional field of interest.

We suggest a minimum of 70 contact hours over the course of the summer. 70 hours is the minimum amount of hours to qualify an internship for academic credit at UH. The Rowan Internship program does not give academic credit, but the student can elect to enroll their Rowan Internship for credit at the University if they so choose. Of course, some students will work more hours for a fuller experience and the total number of hours, schedule, and exact start/end date is completely up to the supervisor and the student to determine.

The student will be logging hours worked using an online form. Supervisors are encouraged to meet with their intern mid-way through, when the students reach 35 hours, to give them a sense of their work performance, set goals for the remaining hours of the internship, etc. Please always feel free to contact the Rowan administrator if there are any concerns with work performance, as they can help assist and troubleshoot any concerns. A final evaluation will be sent to partnering organizations upon being notified of the completion of the internship.

## **Overview of Supervisor Tasks:**

- interview the intern for the position
- determine appropriate tasks or projects for the intern
- determine, with intern, overall number of hours, schedule and start/end date (internships should be conducted during summer but can extend into the fall upon request and approval from all parties)
- sign and return Supervisor Agreement Form
- we encourage a mid-way evaluation with the Rowan intern to review work performance, set goals for the remainder of the internship, etc.
- complete a survey of final evaluation for the intern's performance

If you think your organization would be a good fit for a Rowan intern or if you have any questions please contact the Rowan liaison at [RowanUHCWP@gmail.com](mailto:RowanUHCWP@gmail.com)