

GRADUATE PUBLISHING PROGRAM INTERNSHIP GUIDE

DIVISION OF ARTS & SCIENCES
UNIVERSITY OF HOUSTON-VICTORIA

In order to secure credit at UHV for an internship, complete the following:

1. Ask yourself whether you are prepared.
2. Seek a conference with the Publishing Internship Director.
 - E-mail Form A to the Publishing Internship Director prior to the meeting.
 - Be prepared with questions.
 - Have Form B, the conference form, signed to confirm the meeting after it has been completed.
3. Seek out an institution with whom you might like to work
 - Submit your resume to the institution and arrange an interview to discern both your own interest in an internship there and the organization's interest in having you.
4. Fill out Form C, the Internship Educational Contract.
 - Complete the internship educational contract. Obtain all required signatures (Publishing Internship Director, Site Supervisor(s)). Provide copies of the contract to your internship supervisor(s) and the Publishing Internship Director.
5. Begin your internship.
 - Complete a daily journal to be submitted every two weeks chronicling your experience.

Form B—Internship Director Conference

Internship Director: _____

Student: _____

Meeting Date: _____

Primary Discussion Questions:

- 1.
- 2.
- 3.
- 4.
- 5.

**Graduate Publishing Program
School of Arts and Sciences
University of Houston-Victoria**

Form C—Internship Educational Contract

Student: _____ Semester/Year: _____

Agency and Phone: _____

Site Supervisor and Phone: _____

University Supervisor and Phone: _____

I. Student Internship Goals

a. Knowledge (what ideas do I want to come to know?)

b. Skills (what practices do I want to learn?)

c. Professional Development (what do I want to learn about the occupation?)

II. Agency's Goals (how do my existing skills and internship goals match the agency's goals?)

III. Educational Plan (projects, programs, activities for which the student will be providing support; and student duties)

IV. Personnel details

Work Schedule (days and hours)

Leave (if necessary)

Orientation

Other

V. Evaluation: Final evaluation is the responsibility of the University Supervisor; however, the Site Supervisor's evaluation will have significant weight in the final grade. It is expected that the student and the Site Supervisor will meet as appropriate to discuss progress. For the purpose of evaluation the student will contact the University Supervisor every two weeks to discuss the internship. The University Supervisor will contact the Site Supervisor and student at least twice (midterm and final week); and additional discussions may be scheduled as necessary. In addition, the Site Supervisor will complete an Internship Progress Report at the midterm and final week course points.

VI. Agreement

I (student), _____, agree that it is my intention to complete to the best of my ability the duties and responsibilities of the internship described above according to the guidelines and policies of the University of Houston-Victoria.

Student

Date

Site Supervisor

Date

UHV Internship Supervisor

Date