

Internship Fact Sheet for Technical Writing Minor Students

Internships are a great opportunity to apply your education in a real-world setting while gaining relevant, marketable job skills. All students in the technical writing minor must complete an internship by working on a writing or editing project for a technical company or campus organization. During your internship, you will work closely with a supervisor at the company who will guide you.

Where can I get an internship?

- You can work for any local company or campus organization/office that provides **technical communication work**, such as documentation or help authoring, editing assignments, web design or marketing projects, or proposal writing.
- You may be compensated for your work as an intern, but students can receive credit for **paid or unpaid internships**.

How do I prepare for an internship?

- You are eligible to take the internship course **after completing EH 301: Technical Writing and EH 302: Technical Editing**.
- You must contact the **Director of Business and Technical Writing** in the semester **before** you plan to get an internship to begin planning your internship experience.
- You must **enroll in the 3-credit EH 320: Practicum in Writing** course in the semester that your internship begins.

How do I find an internship?

- You can find an internship on your own.
- The **Director of Business and Technical Writing** (Dr. Ryan Weber, rw0019@uah.edu) can discuss your interests and situation, help you find an internship, and even review your resume.
- The **Career Development Office** can also help you find an internship.
- You should attend the career fair in the semester before your internship to talk with local companies about internship possibilities.

What is required during the internship?

- Internships involve **150 hours** of work in one semester for the company. Your work schedule is arranged between you and the company.
- You can work on **one extensive project** or **several smaller** projects.
- You will write a **short reading reflection** responding to the course textbook.
- You will submit a **mid-term progress report, final report, and writing portfolio** which describe the work completed and provide writing samples.
- Your **supervisor** and you will also complete an end-of-the-semester **evaluation**.

Internship Timeline

In the semester before your internship:

- ✓ Meet with the Director of Business and Technical Writing to discuss internship possibilities.
- ✓ Attend the Career Fair on campus.
- ✓ Visit the Career Development Office to discuss possible internships.
- ✓ Enroll in EH 320: Practicum in Writing.

In the semester of your internship:

- ✓ Attend the EH 320 orientation meeting
- ✓ Prepare an internship contract and get it signed by your supervisor.
- ✓ Work 150 hours for the company.
- ✓ Complete a short reading reflection about the course textbook (see prompt on Angel)
- ✓ Complete a mid-term progress report documenting your hours and experiences.
- ✓ Complete a final report and writing portfolio documenting your work
- ✓ Provide evaluation forms from your supervisor and yourself.

Contact Dr. Ryan Weber (rw0019@uah.edu or MH 206B) for assistance scheduling your internship.