English 380: How to Get an Internship

Steps toward Registration in English 380

1. **Submit an “Intention to Intern” form to the English Department before or during advising recess** in the semester prior to when you plan to enroll in English 380.

2. **Consult your advisor and the English 380 instructor. Attend the organizational meeting during advising recess.**

3. **Register for English 380 during your normal registration period.** Leave some blocks of time in your class schedule so that you can travel to and work at your internship 8-10 hours per week.

Steps toward Getting an Internship

1. **Prepare your resume.** Models and help are available in Career Development. 

2. **Go to “CalvinLink” on the Career Development web page to find the available internships.**
   <http://www.calvin.edu/admin/career/students/>

3. **Search thoroughly using a variety of terms.** Search widely and frequently. Keep an open mind about the kind of placement that might meet your needs and teach you about yourself, vocation, and career options.

4. **Investigate organizations, businesses, publications on your own.** Follow your interests; make contacts. Draw on personal connections for information.

5. **Solicit help the English 380 instructor, but only after you investigate options on your own.**

6. **Apply & interview.** Take this step very seriously. Research the company. Prepare and dress appropriately. Send an email to your English 380 instructor each time you get an interview.

7. **Notify your English 380 instructor and Career Development when you have accepted an internship.**

**Questions:** Contact Prof. Hettinga (hett@calvin.edu, 526-6520, CF279), Fall ’15
Contact Prof. LeMahieu Dunn (mid5@calvin.edu, 526-8720, CF288), Summer ’15

**When to do this?**

- **Now.**
- **The sooner the better, but certainly begin by the end of advising week.**
- **Within two weeks.**
- **Work to have your internship secured before the end of the current semester.**