

Approval for a New Writing Internship Worksite

Students who take WRIT 40273, Writing Internship, may choose to intern at a site not on the department's list of partner agencies. Before accepting an internship for credit, those students must get the site approved by the Internship Coordinator.

To get approval, you must provide the Coordinator with a list of original writing-related projects you will work on during the semester. In addition to written documents, these projects may include research; editing; and web, video, or social media composing but not office work (filing, answering phones, handling mail, etc.) or tasks that are primarily typing (transcription, database work, etc.). Since producing a professional writing portfolio is the major course project, the bulk of your work should not be confidential.

In addition, the internship site must meet the following criteria:

- Host organization is a credible operating entity and not family owned or directed.
- Experience must be well supervised by someone (non-family) with enough relevant expertise to ensure the internship will be an educational experience. This supervisor must be willing to write an end-of-term evaluation of your work and professionalism.
- Host organization must provide sufficient writing-related tasks for you to work at least 8 hours per week/120 hours per semester.

For further information, contact:

Internship Coordinator:
Email:

Dr. Ashok Bhusal
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