

INTERNSHIP GUIDELINES
WKU Folk Studies MA Program

Before starting internship:

1. Contact potential internship institution and apply for internship.
2. In conjunction with your proposed internship supervisor at the institution, develop one-page proposal of your internship. Submit it to Folk Studies director. It must be signed by you and your proposed supervisor.
3. Contact Career Services and schedule a meeting. Fill out paperwork they provide you, including Learning Plan. <https://www.wku.edu/career/services/>
4. Once cleared by the Folk Studies director, register for the class. *You will not be cleared to register until all paper work is complete, and you must be registered before you start counting hours.*
5. Internships are variable hours, which mean that they can carry 1 to 3 hours of credit. You may do more than one internship, but no more than 3 hours of credit altogether.
6. If you are an out-of-state graduate assistant, please remember that you will be charged out-of-state rates during the summer, unless you are also a graduate assistant in the summer. Students from the southeast (except North Carolina) may be eligible for in-state tuition through Academic Common Market.

During internship:

1. Keep a log of hours and activities.
2. For a 3-hour internship, complete a minimum of 150 hours or the minimum required by the internship institution. Internships for less credit hours must be negotiated with internship institution and Folk Studies director.
3. Make sure to have some pictures taken of yourself and your work for your oral presentation and portfolio/Folk Studies website.

At the end of internship, the following must be completed before a grade can be assigned:

1. Submit a 5-page paper summarizing what you did and what you learned. Provide copies to Folk Studies director and career services.
2. Provide copies of other “products” you worked on (if applicable) to Folk Studies director.
3. Supervisor must fill out the internship evaluation provided by Career Services. Copies should be both to Career Services and to the Folk Studies director. You are also strongly encouraged to get a letter from your supervisor.
4. Develop one to two paragraph summary of your internship experience and submit to Folk Studies director along with photo(s) for inclusion on the website.
5. Develop a formal 10-minute oral presentation for students and faculty, including a description of what you did during the internship as well as a visual component such as a PowerPoint. At the presentation, you should present yourself professionally and be prepared to answer questions. The most successful presentations include a brief description of the internship site, an overview of internship responsibilities, and some details/examples of work completed.