

# UH CWP-ROWAN SUMMER INTERNSHIP PROGRAM



## **Rowan Summer Internship Program:**

The Rowan Foundation has made possible 5 Houston-based or remote internships and 2 U.S./International internships for University of Houston Creative Writing Undergraduate students. These internships will fund students \$2,500 for Houston-based or remote internships and \$5,000 for U.S./International internships.

## **Rowan Internship Information for Supervisors:**

Potential Rowan Interns will apply for the Rowan Internship program. Eligible candidates must have a 3.0 or higher GPA in English, they must be English majors who have completed at least 6 hours of upper division English courses and 3 hours of a Creative Writing course– this generally puts students in a junior or senior standing. Students must also submit a letter of recommendation from their professor addressing their writing skills and professionalism. Finally, their selection into the program will be contingent on a successful interview with the supervising organization. Interns will receive one half of their funds at the beginning of the internship placement and the other half at its successful completion.

Interns will work with a literary organization to perform professional work in addition to helping with clerical or service tasks. We recommend that the balance be roughly 75% professional work and 25% clerical work. The goal is for interns to be of assistance to the organization and also be able to learn about work in their professional field of interest.

We suggest a minimum of 70 contact hours over the course of the summer. 70 hours is the minimum amount of hours to qualify an internship for academic credit at UH. The Rowan Internship program does not give academic credit, but the student can elect to enroll their Rowan Internship for credit at the university if they so choose. Of course, some students will work more hours for a fuller experience and the total number of hours, schedule, and exact start/end date is completely up to the supervisor and the student to work out.

The student will be logging hours worked using an online form. Supervisors are asked to complete a mid-term and final evaluation to make sure that the intern is performing appropriately.

### **Overview of Supervisor Tasks:**

- interview the intern for the position
- sign and return Supervisor Agreement Form
- determine appropriate tasks or projects for the intern
- determine, with intern, overall number of hours, schedule and start/end date (internships must be conducted during summer and be completed by August 31<sup>st</sup>. Petitions for internship extensions are available.)
- complete mid-term and final evaluation of intern performance.

### **The Alexandra L. Rowan Foundation:**

In late 2013, shortly after graduating from the University of Pittsburgh with a double major in English and Communications, Alex died suddenly from Massive Pulmonary Embolism (MPE). In order to make some good come out of this tragedy, her parents established the Alexandra L. Rowan Foundation. Its two main goals are to help students with similar dreams to Alex, and to prevent the loss of more young women due to MPE.

Through the Internship program, the Rowan Foundation funds a professionalization opportunity for UH Creative Writing undergraduate students. Interns work with relevant publishing, marketing, and other writing-oriented businesses during the summer break. The funds from The Rowan Foundation make the internships equivalent to a typical summer job; students therefore are able to gain valuable relevant experience while simultaneously earning money to help cover tuition and other university costs. The internships also provide a valuable addition to their resumes that should increase job prospects post-graduation.

If you think your organization would be a good fit for a Rowan intern or if you have any questions please contact Josie Mitchell at [RowanUHCWP@gmail.com](mailto:RowanUHCWP@gmail.com)