

## **APPLYING TO RECEIVE CREDIT FOR A CREATIVE WRITING INTERNSHIP**

### *Overview*

The Creative Writing Program may be able to award academic credit for internships arranged with creative writing-related organizations (e.g. literary agencies, literary magazines or book publishers, literary outreach programs, literary non-profit arts organizations, reading series programs, etc.). To be eligible to apply for departmental credit for an internship, you must be a declared Creative Writing Minor who has already taken or is currently taking your second CRWRI-UA course. Program approval—which includes a review of the proposed statement of responsibilities—is required for registration. Please be aware that internship announcements distributed through the Creative Writing Program’s newsletter and/or posted on the Creative Writing Program website are not necessarily endorsed by the Program, nor are they pre-approved for academic credit.

In addition, please note that approved internship credit counts toward the points needed for graduation, but does NOT count toward the requirements of the Creative Writing Minor. CAS students are not permitted to take more than 12 points of independent study and/or internship, and no more than 8 points may be taken in any one department. (Independent study and/or internship courses taken in other divisions of the University or at other universities do not count toward the College degree.) This policy may vary at NYU’s other undergraduate schools. Students in Stern, Steinhardt, Tisch, Gallatin, or SCPS should inquire about internship policies at their home school’s advising office.

### *Before Applying*

Before applying for an internship for which you wish to earn academic credit, you should check with Undergraduate Programs Manager Jerome Murphy ([jerome.murphy@nyu.edu](mailto:jerome.murphy@nyu.edu)) to determine whether the internship you have in mind is likely to be approved by the Creative Writing Program.

Note that the Creative Writing Internship (CRWRI-UA.980) awards 2 points of credit. The Creative Writing Program does not offer 4-credit internships. If you would like to register for 4 points of internship credit—and you cannot do so through your Major—please contact the CAS Pre-Professional Advising Center (212.998.8160) about the possibility of registering for a College-wide internship seminar. In this case, you would not submit an application to the Creative Writing Program, and you would not register for a Creative Writing Internship. You would instead speak to the Pre-Professional Advising Center about application procedures.

### *Creative Writing Internship Application Procedure*

Please print this document and bring it with you to your internship interview. Your potential supervisor should review the “Internship Tasks” section with you, and should also refer to this section when framing the required Statement of Responsibilities.

The application for a Creative Writing Internship is comprised of two documents:

1. A completed **Internship Application Form** (see the last page of this document).
2. A **Statement of Responsibilities** from your potential supervisor (one to two paragraphs). This statement should follow the guidelines set forth in the “Internship Tasks” section below while honestly describing both the internship duties and learning experience.

### *Program Approval & Next Steps*

Please provide your completed application materials (Internship Application Form and Statement of Responsibilities) to Jerome Murphy, Undergraduate Programs Manager (jerome.murphy@nyu.edu) by the semester deadline.

If your internship is approved, the Creative Writing Program will enroll you in the internship, as well as email your supervisor the Program’s internship guidelines and required evaluation form.

All internships are Pass/Fail. Points earned with a grade of “P” count toward the total you need to graduate, but the grade itself has no value in the grade point average. An “F” is calculated into the grade point average as if earned in a regular course.

Your internship grade is based on two factors:

1. Your internship supervisor’s evaluation of your performance.
2. A 5-7 page report describing very concretely what you did and what you learned. We encourage you to keep a daily journal so your final report can be specific.

Your report is due on the last day of the term and should be emailed to the Creative Writing Undergraduate Programs Manager (Jerome Murphy, jerome.murphy@nyu.edu).

### *Internship Tasks*

Internships allow students to engage in apprentice-type learning. Creative Writing Program internships follow the guidelines developed by the U.S. Department of Labor (see “Internships & the Law” section below). Direction and supervision are the responsibility of the hiring agency; the only special Creative Writing Program requirement is that interns’ duties involve some substantive aspect of writerly work. The internship responsibilities should involve tasks that provide hands-on learning about the practical working of a profession or organization, while also allowing opportunities for the intern to write whenever possible. Internships typically involve a range of activities from routine office work to involvement in projects that require research, writing, editing, and possibly teaching skills. Hours must be negotiated between the intern and the agency; a typical schedule is 8-12 hours a week.

### *Internships and the Law*

The United States Department of Labor has developed six criteria to help employers determine who qualifies as a learner/trainee (intern), and, therefore, who may be unpaid.

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the student.
- The student does not displace a regular employee, but works under the close supervision of a regular employee or supervisor.
- The employer provides the training and derives no immediate advantage from the activities of the student; and on occasion, the operations may actually be impeded by the training. (If the student is receiving credit for the internship, it is considered primarily for the student’s and not the employer’s benefit.)
- The student is not necessarily entitled to a job at the conclusion of the training period. (There is no prohibition on eventually employing the same student, however.)
- The employer and the student understand that the student is not entitled to wages for the time spent training (meal and travel stipends are not considered wages).

An employer should be able to answer “yes” to at least half of the questions listed below to qualify for an unpaid internship.

- Is the work that you are offering an integral part of a student’s course of study? (In other words, is the student receiving academic credit for it?)
- Will the student receive credit for the work, or is the internship required for graduation?
- Does the student have to prepare a report of his/her experience and submit it to a faculty supervisor?

- Has the employer received a letter or some other form of written documentation from the school stating that the internship is approved/sponsored by the school as educationally relevant?
- Are learning objectives clearly identified?
- Will the student perform work that other employees also perform, with the student doing the work for the purpose of learning and not necessarily performing a task for the employer?
- Is the student working and providing benefit to the employer less than 50 percent of the time, and/or is the student in a shadowing/learning mode?
- Will the employer provide an opportunity for the student to learn a skill, process or other business function, or learn to operate a piece of equipment?
- Is the individual supervised by an employer's staff member?
- Is clear that a job is not guaranteed upon completion of the training or completion of the student's schooling?

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CREATIVE WRITING INTERNSHIP**

Please submit this completed application, along with the supervisor's Statement of Responsibilities, to Jerome Murphy, Undergraduate Programs Manager, 58 W. 10th Street, Room 001, [jerome.murphy@nyu.edu](mailto:jerome.murphy@nyu.edu).

*Student Information*

Full Name: \_\_\_\_\_  
NYU ID Number:  
NYU College:  
Phone:  
NYU Email Address:  
Major:

Please check after the following statements to attest:

\_\_\_\_\_

That you are a declared Creative Writing Minor ( )  
That you have taken or are currently taking your second CRWRI-UA course ( )  
That you have received an official offer for the internship described in this application ( )

*Internship Information*

Company Name:  
Address:  
Supervisor Name and Title:  
Supervisor Email Address:  
Supervisor Phone:  
Supervisor Fax:

Internship Semester & Year:  
Internship Schedule (Number of Hours/Week):  
Internship Area of Focus:

For Program use:  
CWP Approval: \_\_\_\_\_ Date: \_\_\_\_\_