

APPLICATION

ENG/WRI 390: English/Professional Writing Internship

Student name: _____

Address for period of internship: _____

Internship Semester (check one):

Fall ☐ Spring ☐ Summer 10w ☐

Year: _____

Student ID: _____

Phone: _____

Email: _____

Section I: Verification of Eligibility (to be completed by the Academic Adviser)

I have met with _____ (student's name) on _____ (date)
and determine that they are eligible to apply for an internship.

- ☐ Passed ENG/WRI 380
- ☐ Major GPA = _____ (must be 2.0 or better)
- ☐ Attach up-to-date copy of completed checksheet
- ☐ Attach unofficial copy of academic transcript

Signature of Academic Adviser confirms student is eligible to apply for the internship:

date: _____

Section II: Confirmation of Internship (to be completed by Site Supervisor)

I have offered _____ (student's name) an internship on _____ (date).

- ☐ Minimum number of hours student will work: _____ (150 hours are required for every 3 credits earned)
- ☐ Attach a brief description on company letterhead of the type of work to be completed by the student intern

Name of Organization: _____

Address: _____

Site Supervisor's Name: _____

Phone: _____

Email: _____

Signature of Site Supervisor confirms the internship agreement:

date: _____

Section III: Agreement with Faculty Supervisor

I have agreed to work with _____ (student's name) as their faculty supervisor on _____ (date).

I have contacted _____ (name of site supervisor) to discuss this arrangement on _____ (date).

Signature of Faculty Supervisor confirms the internship agreement:

date: _____

Section IV: Department Approval

Signature of Department Chair approves the internship:

date: _____