

# APPLICATION

## ENGL/PRWRI 390: English/Professional Writing Internship

Student name: \_\_\_\_\_

Address for period of internship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Internship Semester (check one):

Fall  Spring  Summer 10w

Year: \_\_\_\_\_

### 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.

- The student has passed ENG/WRI 380.
- Major GPA = \_\_\_\_\_ (must be 2.0 or better).
- The student has passed two 300-level courses in the major.
- The student has at least 60 credits (junior status).

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: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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 or Assistant Chair approves the internship:

\_\_\_\_\_ date: \_\_\_\_\_