



# REQUEST TO TAKE AN INTERNSHIP

PLEASE FILL OUT THIS FORM COMPLETELY

Please check one:  Graduate/Post Baccalaureate Certification Student  Undergraduate Student

Enter semester/session and year in which you will be taking the course. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Semester Session Year

The below named student has permission to take an Internship. Is this a paid internship? YES \_\_\_\_\_ NO \_\_\_\_\_

**THIS FORM MUST BE TURNED IN WITH THE APPROPRIATE SIGNATURES BY THE STUDENT AT THE TIME HE/SHE SELECTS COURSES FOR A GIVEN SEMESTER**

\_\_\_\_\_  
Last Name First Name Student ID Number

\_\_\_\_\_  
Home Address City State Zip Code

\_\_\_\_\_  
Student's Signature Date Expected Date of Graduation Semester Year

\_\_\_\_\_  
KU E-Mail Address Telephone # Cell Phone #

\_\_\_\_\_  
Dept. & Course # Course Title Section Credits

Please enter the course's start, midterm and end date if different from those of the semester or session in which it is being taught:

\_\_\_\_\_  
Start Midterm End

\_\_\_\_\_  
Sponsoring Organization Organization's Website Address/URL

\_\_\_\_\_  
Address City, State, Zip Code

\_\_\_\_\_  
Industry Organization's Phone Number

**INTERNSHIP:** Signatures required for internships are the department chairperson, professor and that of the Dean of the appropriate College. (Dean of appropriate College refers to the Dean of the College in which the course is taught. For Graduate students and Post Baccalaureate Certification students, the signature of the Dean of Graduate Studies is also required.)

\_\_\_\_\_  
PRINT Professor's Name Professor's Signature Date

\_\_\_\_\_  
Dept. Chairperson's Signature Date Dean of College's Signature Date

\_\_\_\_\_  
Dean of Graduate Studies' Signature Date

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

Date Entered \_\_\_\_\_ Please add this course to the Schedule for the \_\_\_\_\_ Semester.

\_\_\_\_\_  
Course Prefix Section Credits Professor's Name

# APPLICATION

## WRI 390 Internship in Professional Writing

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

Internship Semester (circle one)  
Fall . . . . . Spring. . . . . Sum I. . . . . Sum II  
Year \_\_\_\_\_

Social security number: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

### Section I: Verification of attendance at internship meetings

The signatures of a Professional Writing faculty member below will verify your attendance at these required meetings

Internship I Meeting \_\_\_\_\_ Internship II Meeting \_\_\_\_\_

### Section II: Verification of eligibility (to be completed by the Academic Advisor)

I have met with \_\_\_\_\_ (student's name) on \_\_\_\_\_ (date) and determine that s/he is eligible to apply for an internship in Professional Writing:

- 6 core courses will be completed by the end of this semester. . . YES NO (circle one)
- Core QPA = \_\_\_\_\_ (must be 3.0 or better)
- ENG 230 grade = \_\_\_\_\_ (must be C or better)
- Passed at least two PW courses at 300 level or higher . . . . . YES NO (circle one)
- Attach up-to-date copy of completed gridsheet
- Attach unofficial copy of academic transcript with PW core, ENG 230 & WRI 3XX (2 or more) courses highlighted
- Attach current schedule with any core courses highlighted

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

\_\_\_\_\_ date \_\_\_\_\_

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

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

- Minimum number of hours the student will work: \_\_\_\_\_ (150 hours of work are required for every 3 credits earned by the student. Student may earn 3, 6 or 9 credits for the internship)
- Attach a brief typed 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 IV: Agreement with Faculty Supervisor

I have agreed to work with \_\_\_\_\_ (student's name) as his/her faculty supervisor on \_\_\_\_\_ (date).

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

Journals will be emailed to me every \_\_\_\_\_ (day) for the duration of this internship.

Final internship portfolio is due to my office on the on \_\_\_\_\_ (date).

Signature of Faculty Supervisor confirms the internship agreement:

\_\_\_\_\_ date \_\_\_\_\_

# Bachelor of Arts in English/Professional Writing

College of Liberal Arts & Sciences, Kutztown University of Pennsylvania

**Major Program: 42 Semester Hours**

Program #22450, version 20183, effective Fall 2007

Approved by Carol V. Moore 2/16/07

Student's Name \_\_\_\_\_

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

## General Education: 60 Semester Hours

I Basic Requirements 15-16 s.h.	grade	s.h.
A. Composition 3 s.h. ENG 023 English Comp or 025 Honors Comp		
B. Oral communication 3 s.h. SPE 010		
C. Modern language 6 s.h. at intermediate level or above		
D. Health 2-3 s.h. HPD 110, 115, or 116		
E. Physical education 1 s.h.		

II Humanities Requirements 12 s.h., 3 s.h. each A-D	grade	s.h.
A. Literature: ENG <sup>1</sup>		
B. Music, speech or theatre		
C. Art history or philosophy: ARH or PHI, ART 010 or 015; or RAR 105 or 342		
D. Elective in any discipline listed in Section II, including HUM and FLA		

III. Social Sciences 12 s.h., 3 s.h. each A-D	grade	s.h.
A. HIS or POL		
B. ANT or PSY <sup>1</sup> or SOC <sup>1</sup>		
C. ECO <sup>1</sup> or GEG (non-lab only)		
D. Elective in any discipline listed in Section III, including INT and SSE		

IV Natural Sciences & Math 12 s.h., 3 s.h. each A-D	grade	s.h.
A. MAT		
B. BIO (lab required)		
C. Physical science (lab required): AST, CHM, GEG (with lab), GEL, MAR, PHY		
D. Elective in any discipline listed in Section IV, including NSE		

**V. General Education Electives, including GEE 9 s.h.**

Any courses offered or accepted by the University that count toward graduation. This excludes DVM and DVR.

	grade	s.h.
_____		
_____		
(if needed)		
(if needed)		

<sup>1</sup>ECO 011, ENG 023 or 025, PSY 011, and SOC 010 are prerequisites to all other courses in their respective disciplines.

### Prerequisites

Students must have a "B" or better in: ENG 023 English Composition or ENG 025 Honors Composition before taking any course in Professional Writing.

Core 18 s.h.	grade	s.h.
WRI 100 Contemporary Issues		
WRI 207 Writing for the Workplace		
WRI 208 Creative Writing: Forms		
WRI 211 Journalism I		
WRI 212 Intro to Mass Communication		
WRI 213 Copy & Line Editing		

### Major Electives 12-18 s.h.

Students must consult the course catalog to determine whether they have met course prerequisites.

At least two Major Electives must be at the 300 level or above (300<sup>+</sup>).

The total number of WRI semester hours in the Major Electives and Professional Semester must total 24. The number of credits earned through internship(s) will determine whether students can take additional WRI courses as part of the minimum 120 credits required for graduation.

No more than 44 s.h. of WRI courses may count toward graduation.

	grade	s.h.
WRI 300*		
WRI 300*		
WRI		
WRI		
WRI (if needed)		
WRI (if needed)		

### Professional Semester 6-12 s.h.

Students must have a 3.0 or better in the 18-credit Core, at least two WRI courses at the 300 level or above in the Major Electives, and a "C" or better in ENG 230 Adv. Comp. (see Concomitant below), to register for their Professional Semester.

Students may take one or two internships; the internships may not total more than 9 s.h., the first 3 s.h. of which must be taken concurrently with WRI 380, Professional Seminar.

	grade	s.h.
WRI 380 Professional Seminar		
WRI 390 Internship (3-9 s.h.)		

### Concomitant and Electives 18 Semester Hours

**Concomitant 6 s.h. Courses must be at the 100 level or above**

	grade	s.h.
ENG 230 Advanced Composition		
ENG		

### LAS Electives 12 s.h.

All courses at the 100 level or above in the College of LA&S and in the College of Business count. Students may use this section & General Education Electives to complete a minor. Students may use a course below the 100 level if it is required for a minor or they have received permission from the LAS Dean.

	grade	s.h.
_____		
_____		
_____		
(if needed)		