

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 _____