Internship Learning Agreement

ENGCMP 1900, ENGWRT 1900, ENGFLM 1930

Return completed form to appropriate program representative (see Internship Guidelines) to register for course.

Semester of Internship:  Fall _________  Spring _________  Summer _________

Student Information

Student’s Name _______________________________________________ PeopleSoft Id # _______________ Year ____________

Total Credits Earned Toward Graduation__________________ Major _________________________________ QPA ______________

Local Phone ___________________________ E-mail ___________________________ Home Phone/Cell ________________________

Permanent Address _________________________________________________________________________

I have read and agree to abide by the Department of English and Film Studies Program Internship Guidelines (see attached). I understand that if I seek credits for an internship from a previous term, I must register before starting the internship.

Student’s Signature _______________________________________________________ Date _______________________________

Internship Site Information

Company/Organization Name _____________________________________________________________

Department __________________________________________________________________________

Site Supervisor’s Name and Title (Please Print) _____________________________________________________________________

Address ____________________________City ____________________________ State ______________ Zip______________________

Phone __________________________ Fax __________________________ E-mail __________________________

Describe the responsibilities of the intern and what he/she will learn. You may attach a separate sheet if you prefer.

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Describe how you will supervise and evaluate the intern. How often will this be done? Note: We will send a midterm and a final evaluation form to be completed during the intern’s placement.

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Dates of Internship __________________________ Hours per Week __________________________ Credits __________________________

I have read and agree to abide by the Department of English and Film Studies Program Internship Guidelines.

Site Supervisor’s Signature __________________________ Date __________________________

Academic Information

Here are the requirements for the academic component of the internship. Students receive a letter grade. For more detailed descriptions of these requirements, see the Department of English and Film Studies Program internship guidelines.

ENGCMP 1900, ENGWRT 1900
Internship is for 3 credits
Work on site at least 10-15 hours per week
Spend at least 50% of the time writing
Use good critical reading, thinking, and writing skills
Develop career search materials
Attend regular meetings of the class or with a faculty sponsor
Create a major project

ENGFLM 1930
Internship may be taken for 1-3 credits
1 credit for +- 40 hours on site per term
2 credits for +80 hours on site per term
3 credits for +120 hours on site per term
(Academic work also varies by credits taken)
Attend regular meetings with a faculty sponsor
Create a major project

Internship Representative __________________________ Date __________________________