

**Internship Learning Agreement
Engcmp 1900 and Engwrt 1900**

Return completed form to Pam O'Brien to register for course.

I. Student's Name _____ Student # _____ Term _____

Total Credits Earned Toward Graduation _____ Major _____ QPA _____

Local Phone _____ E-mail _____ Permanent Phone _____

Permanent Address _____

Student's Signature _____ Date _____

II. Company/Organization Name _____

Department _____

Mentor'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.

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

Dates of Internship _____ Hours per Week _____ Credits _____

Mentor's Signature _____ Date _____

III. Academic Component: Here are the requirements for the academic component of the internship (the internship is worth three credits; PPW students receive a letter grade; Writing Program students receive an S/NC grade):

- work at organization or company at least 10-15 hours per week.
- use good critical reading, thinking, and writing skills.
- prepare an employment portfolio.
- keep a reflective journal or log throughout the term.
- attend regular meetings as a class member, in the Writing Center, or with a faculty sponsor.

_____ Pam O'Brien, Associate Director, PPW Program, redactor7@aol.com

Complete this form and take it to Pam O'Brien in 441 CL; she will review and sign the completed form. You will receive a special permission slip to register for the internship credits.