

English 4920/6920 Internship Application
Department of English
Wright State University

Personal Information

Name _____

UID# _____

Email Address _____

Home or College Address _____
Street City State Zip

Internship Information

Internship Class _____ 4920 _____ 6920

Semester of Internship _____ (ex. Spring2014)

Internship Location (Name) _____

Internship Location (Address) _____

Internship Field Supervisor _____ Supervisor's Phone# _____
Supervisor's Email: _____

Student agrees to do the following for internship class:

- At **beginning of internship** student fills out application and has internship supervisor fill in the Contract for Internship; student turns in both to the Internship Coordinator
NOTE: Make sure you email your supervisor a copy of the contract to fill out
- **During the internship** the student will do the following:
 - Complete 113 hours of writing related material in internship
 - Keep a weekly internship experience journal
 - Keep a portfolio of copies of work student performs for internship
 - Meet with the Internship Coordinator, midway in internship, bringing internship journal and portfolio of work for mid semester feedback
- At the **end of the internship** student will do the following:
 - Turn in an Internship Performance Appraisal, which has been filled out and signed by internship field supervisor
 - Meet with Internship Coordinator at end of internship for assessment, bringing completed journal, portfolio, and Internship Performance Appraisal

(Student Signature)

Internship Coordinator