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#

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 100 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