



**University
Writing
Program**

English 4920/6920 Internship Application

Personal Information

Name

UID#

Email

Address

Internship Information

Internship Course Number 4920

Semester of Internship

Internship Location (Name)

Internship Location (Address)

Internship Field Supervisor

Supervisor's Phone

Course Credit Requirements

- Complete internship application and submit for signature
- Complete internship contract and submit for approval
- Complete waiver/assumption of risk form for your file
- Register for course credit
- Complete a minimum of 113 hours of approved work
- Maintain weekly learning journal
- Complete mid-term meeting with internship coordinator
- Complete Internship Evaluation form with on-site internship supervisor
- Submit final portfolio with weekly learning journal entries completed

By signing this application form, you indicate that you are aware of your responsibilities and intend to complete the steps listed above.

Student Signature

Date

Approved By

Date