

### 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 \_\_\_\_\_

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**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, ENGVRT 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 \_\_\_\_\_