

Andrews University

Department of English ENGL 497: Writing Internship Application

This application is due 8 weeks prior to internship start date.

Prerequisites:

ENGL 115, ENGL 215, and either ENGL 315 or JOUR 230. Junior or Senior status. 3.0 GPA or above in English major/minor courses. Departmental approval.

Information:

Semester of Proposed Internship _____ AU ID# _____ Credits (1-3) _____

Student (print) _____

Email (print) _____

Name and contact information of internship onsite supervisor _____

Short title of Internship _____

Brief description of internship duties and responsibilities:

General Guidelines:

- For one academic credit hour, 45 hours of internship duties must be completed
- Students must complete a pre-internship meeting, mid-internship report, and internship exit interview with Internship Coordinator, as well as the following:
 - Internship Hours Log
 - Internship Portfolio (comprised of written work produced/edited during internship)
 - Internship Reflection Paper

Learning Outcomes (skills, competencies you hope to improve; vocational or professional understanding you seek):

- 1.
- 2.
- 3.
- 4.

Onsite Supervisor Responsibilities:

- Authorize proposed Internship by signing Internship Application
- Sign Internship Hours Log
- Complete Mid-Internship Evaluation Form (via email)
- Complete Internship Final Evaluation Form (via email)

Internship Schedule (Anticipated):

Overall Hours to be Completed: **45** **90** **135**

Start Date: _____ End Date: _____

Daily/Weekly Schedule:

Signatures:

Student _____

Date _____

Internship Supervisor (Onsite)

Date _____

Internship Coordinator

Date _____

The completed application may be submitted at the English Department main office or to the Internship Coordinator. Upon approval, the student will be permitted to register for ENGL 497: Writing Internship.

Grades are due by end of semester as with regularly scheduled course. Incomplete grades require departmental approval.