

INTERNSHIP PROGRAM APPLICATION FORM



Department
of
English

NAME: _____

DATE: _____

LOCAL ADDRESS _____

ID #: _____

PHONE: _____

EMAIL: _____

Are you an English or Creative Writing major? YES NO

Class Year and Semester 2ND SEMESTER 1ST SEMESTER 2ND SEMESTER
(CIRCLE ONE) JUNIOR SENIOR SENIOR

If you are **not** an English or Creative Writing major and **not** in either the second semester of your junior year or a senior, you are not eligible for the program and may not enroll.

List, by title, English or Creative Writing courses taken and the final grade.

	COURSE	FINAL GRADE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

On a separate sheet of paper, please write a one-to-two page typewritten statement on why you are applying for an internship and describe how your skills as an English major are suited to the internship you have found.

You may take up to 12 hours of internship, but no one internship may count for more than four hours. Internships taken over the summer count for one hour applied to your fall schedule. All internships must require you to work at least 10 hours per week. Students are strongly advised to exercise the Satisfactory/Unsatisfactory grading option of internships. The grade is based on an evaluation from your internship supervisor and a paper written for the internship advisor.

NAME OF COMPANY _____

SUPERVISOR'S NAME _____

TITLE _____

STREET ADDRESS
AND SUITE _____

CITY AND STATE _____

ZIP CODE _____

Return this form with a sample of your writing from a previous English course to:

Director of Undergraduate Studies
Department of English
Callaway N302
Tel: (404) 727-6420
Fax: (404) 727-2605

See the Director of Undergraduate Studies before the end of add/drop in order to register for English 496. Be sure that the correct number of hours appears on your schedule.

SUPERVISOR'S DESCRIPTION OF PROPOSED INTERNSHIP PROJECT

After talking with the prospective intern, please respond to the following questions and return this completed form to Director of Undergraduate Studies, Department of English, Emory University, Callaway N302, Atlanta, GA 30322. Fax: (404) 727-2605. <http://english.emory.edu/undergrad/forms.htm>

NAME OF INTERN _____

Approximately how many hours per week will the intern be scheduled to work?

Please describe the project(s) on which the intern will work. Please also describe the duties the intern will have in connection with this project; the skills, abilities, or talents required; the skills or abilities you hope the intern will develop, and any additional information you find relevant.

What are some of your criteria for evaluating the performance of the intern at the end of the semester?

Do you have any specific requirements or concerns?

Thank you. We appreciate your interest in our Internship Program and look forward to answering any questions you might have.

Your Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____