

English Department Internship Application
ENGL 3398, Internship

Student Name: _____

KSU # _____

Student Phone: _____ **Student Email:** _____

Semester/Year of Internship: _____

Type of Internship (writing, editing, proofreading, Web content design, and so on):

Internship Site Address: _____

Site Supervisor/Contact Person: _____

Phone Number: _____ **Email:** _____ (optional)

Number of Hours Per Week at Internship: ____ **Number of Internship Credits:** ____

No. of hours worked at internship related to credit hours earned:

For fall & spring semesters (16 weeks):

For **3** semester hours' credit: **10-12 hours per week**

For **6** semester hours' credit: **20-24 hours per week**

Note: hours required double for summer semester (8 weeks).

Statement of Work to be Completed: (must be signed and dated)

I understand that in addition to the required tasks done at the internship site that I also will submit to my *English Department internship supervisor* (Dr. Margaret Walters or an alternate faculty member in the English Dept.) the following materials: **(1) reflective journal entries** to be sent by email every other week (These entries are your responses to the tasks being performed, how well the work is progressing, things you are learning, problems you may be having, and other reflections about the internship.); **(2) midterm print deliverables** due mid-semester; and **(3) final print deliverables** due before the week of final exams. (The print deliverables are a selection of materials prepared during the course of the internship—anything written, edited, researched, including Web content. They can either be sent by email attachment or delivered as hard copies to the internship supervisor). ***I understand that these materials will be counted toward my internship grade and that failure to submit them may substantially lower my grade.***

Signed: _____ **Date:** _____

Submit form to:

Dr. Margaret Walters
Department of English
Internship Coordinator
EB173

Mwalter1@kennesaw.edu

Submit form no later than one week before the end of drop/add.

How to Register for Credit

Once this form has been received and approved by the Internship Coordinator, Dr. Margaret Walters, she will sign the Request for Internship Approval form and notify you by email that the form is ready for pick up. You will then need to take the form to the Registrar's office to officially register for internship credit. You have until the last day of Drop/Add to register for internship credit.