

English 294: Internship in English

Application for Internship Credit

**Form must be returned to the Director of Internships after it is signed

To use this form as a fillable PDF, please open the form in Adobe Acrobat (not your web browser) and save it to your computer

Instructions: Once you have secured an internship, please fill out this page, and then read through and answer all questions on the reverse in consultation with your internship supervisor. Return the signed form to the Director of Internships and use your permission number to register for the appropriate section of ENG 294.

Please return your application to:

Dr. Mollie Godfrey, Keezell 207
Department of English, MSC 1801
James Madison University
Harrisonburg, Virginia 22807

godfrema@jmu.edu

Name _____

Student ID _____

Phone _____

Email _____

Internship Job Title _____

Internship Provider _____

Provider's Address _____

Provider's Phone _____

Supervisor's Name _____

Semester _____

Credit Hours _____

Permission Number _____

Section _____

Approved by:

Director of Internships

Date _____

In consultation with your supervisor, briefly describe the internship. Please consider:

- How much time will you commit to the internship, and when?
- What specific projects are you involved in and what are your duties and responsibilities?
- What new knowledge, skills and/or professional growth do you hope to acquire?
- Who is your supervisor and how will you receive feedback and evaluation from him/her?

In addition, the student agrees to:

- Fulfill obligation to work the agreed upon schedule and complete the required hours.
- Perform all assigned tasks to the best of his or her abilities, and in accordance with agreed upon ground rules and policies.
- Complete all required modules on Canvas and a final self-evaluation of the internship.

The internship provider agrees to:

- Provide the intern with practical work experience related to the English major.
- Provide the intern with clear guidelines and expectations, and discuss any difficulties that may arise with the intern before terminating the internship.
- Complete a final evaluation of the intern's performance.

Please print name of supervisor

Signature

Date

Please print name of student

Signature

Date