

IUPUI Department of English Student Internship Application Form

***Please return this form to Hannah Haas via e-mail (hhaas@iupui.edu)**

1. Name:
2. E-mail:
3. Phone:
4. Student ID#:
5. Current GPA:
6. Track within the major:
7. Number of college credits completed before internship semester:
8. If you have already completed close to 90 credit hours, would you like to earn Capstone credit for the internship?
9. Internship organization name:
10. Internship supervisor name:
11. Number of hours you will work at the internship (generally 50, 100, or 150):
12. Number of credits for which you wish to enroll (generally 1-3):
13. Semester for which you would like to enroll (this should be the semester in which you will complete the required number of hours):

Internships Objectives and Student Learning Outcomes

To receive college credit for an English internship position, the student must have a GPA of 3.0 or higher and have completed at least 60 credit hours of college courses prior to the internship semester. The learning experiences provided by that internship should also support the following educational goals:

- **Practical Application of Classroom Knowledge**—The student will develop his or her understanding of how skills learned in the classroom can be applied in a professional environment.
- **Development of Professional Skills**—The internship experience should provide the student the opportunity to demonstrate critical thinking, problem solving abilities, and persuasive business communication skills. Interaction with and observation of professionals with varied backgrounds and experience should help the student assess his or her strengths and areas for improvement and develop skills essential to the profession. No more than ten percent of a student's daily work should be composed of tasks such as filing, making copies, answering phones, etc., when enrolled in a for-credit internship.
- **Development of Career Goals**—The internship experience will help the student make more informed decisions regarding career paths, work environments, required competencies, personal goals, and company fit.

Student Agreement

In seeking a for-credit internship, the student agrees to: (please check each blank and sign this form)

- Adhere to all employer policies (attendance, dress code, client confidentiality, etc.)
- Meet the internship objectives described above and the Principles of Undergraduate Learning objectives outlined on the internship syllabus
- Notify the internship coordinator if there are any changes in position, major responsibilities, etc., over the course of the internship
- Contact the internship coordinator and the faculty advisor prior to early termination of the internship
- Perform internship duties to the best of my abilities with the understanding that the employer is under no obligation to hire me upon graduation, nor am I obligated to work for the employer beyond the term of the internship
- Complete all coursework for the internship including, but not limited to:
 - Internship application form and employer agreement
 - Videoconference with the English Department's internship coordinator
 - Weekly progress updates detailing duties and learning
 - Midterm evaluation
 - Reflective essay
 - Final evaluation

(Please see the syllabus on the internship Canvas site.)

On occasion, the English Department is approached by the media or IUPUI administrative offices regarding interviews with current or past interns. Would you welcome these requests and be willing to allow the internship coordinator to share your contact information with the media or IUPUI administration? Yes No

Student Signature: (E-mailing this document from an e-mail address that clearly identifies you as the sender may serve as your signature)

Date:

Hannah Haas
English Department Internship Coordinator
Cavanaugh Hall, Room 343
hhaas@iupui.edu
(317) 278-8582

*Be sure to submit this form via e-mail.

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