

A Checklist for 1 Credit Hour

Note: Applications must be submitted to the Career and Internship Coordinator no later than two weeks before the end of the term preceding that in which you wish to enroll in English 48**. Forms are available from this web site.

First, speak with Professor Lasek-White, Internship and Career Coordinator for the Humanities, about your interest in doing an internship. If the internship is housed in the English Department, another professor may ultimately serve as the internship sponsor. If the internship is housed outside of the English Department (either in another department or office on campus, or an organization unaffiliated with UGA), share with the on-site supervisor the Information for On-Site Supervisor form.

Request from your on-site advisor a letter that details your responsibilities during the proposed internship

No later than two weeks before the end of the term preceding that in which you want to enroll in English 48**, submit the application, with attachments, to the Internship and Career Coordinator for the Humanities. Once your application is approved, you will be given permission of department to register for English 48**.

Register for English 48**.

No later than one week before the midpoint of the semester, give your on-site supervisor a copy of the Midterm Progress Report form. They should complete it and return it to the Internship and Career Coordinator for the Humanities, cmlwhite@uga.edu.

No later than one week before the last day of classes for the term, give your on-site supervisor a copy of the Final Progress Report form. They should complete it and return it to the Internship and Career Coordinator for the Humanities, cmlwhite@uga.edu.

You cannot receive credit for an internship without BOTH reports from the on-site supervisor.