

A Checklist for 1 Credit Hour

Note: Applications must be submitted to the Undergraduate Office no later than one week before the end of the term preceding that in which you wish to enroll in English 48**. Forms are available from this web site.

Approach the appropriate representatives of venue about your interest in doing an internship. If they agree to sponsor your internship, discuss with them the details of your work and give them a copy of the Information for On-Site Supervisor form.

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

No later than one week before the end of the term preceding that in which you want to enroll in English 48**, submit the application, with attachments, to the Undergraduate Coordinator. The Coordinator will review your application and you will be put on access for English 48**.

Students wishing to work at a venue already on record do not have to have their application approved by the Undergraduate Committee. Students wishing to work at a venue not already on record will have their application reviewed and voted on by the Undergraduate Committee. The student will be notified of the outcome and, if approved, placed on access 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. He or she should complete it and return it to the English Undergraduate Office.

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. He or she should complete it and return it to the English Undergraduate Office.

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