

Internship Learning Agreement:**ENGCMP 1900, ENGWRT 1900, ENGFLM 1930, ENGLIT 1907**

Return completed form to the English Department Internship Coordinator to register for course.

Semester of Internship: Fall _____ Spring _____ Summer _____

Dates of Internship _____ Hours per Week _____ Credits _____

Student Information

Student's Name _____ PeopleSoft Id # _____ Exp. Grad. Date _____

Total Credits Earned Toward Graduation _____ Major _____ QPA _____

Phone _____ E-mail _____

Permanent Address _____

Describe your goals for this internship. You may attach a separate sheet if you prefer.

I have read and agree to abide by the Department of English and Film Studies Program Internship Requirements.

Student's Signature _____ **Date** _____

Internship Site Information

Company/Organization Name _____

Department _____

Site Supervisor's Name and Title (Please Print) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Describe the responsibilities of the intern and what they will learn. You may attach a separate sheet if you prefer.

Describe how you will supervise and evaluate the intern. How often will this be done? Note: A midterm and a final evaluation will be sent to be completed by the site supervisor during the intern’s placement.

I have read and agree to abide by the Department of English and Film Studies Program Internship Requirements.

Site Supervisor’s Signature _____ Date _____

Academic Information

Academic Supervisor Name (Please Print) _____

Internships may be taken for 1-3 credits*. The number of credits is based on hours on the job as well as the academic work the student completes. Students enrolled in ENGCMP 1900 and ENGWRT 1900 must spend at least 50% of their time working on writing/writing related tasks. All interns, regardless of program, are required to:

- Work at least 10-15 hours per week,
- Use critical reading, thinking, and writing skills,
- Attend regular meetings with a class or faculty sponsor,
- Submit weekly journal entries,
- Complete a final project according to a schedule agreed upon with the academic supervisor.

For more detailed descriptions of requirements, see the Department of English and Film Studies Program internship requirements.

I have read and agree to abide by the Department of English and Film Studies Program Internship Requirements.

Academic Supervisor Signature _____ Date _____

*In order for an internship to satisfy an elective requirement for a Writing, Literature, or Film major, the internship must be taken for 3 credits. The internship course (ENGWRT 1900 or ENGCMP 1900) can only be taken for 3 credits.

Reporting of Sexual Violence and Sexual Harassment: The student shall report any incident that occurs at the placement site, in which a student is a victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment, to the University’s Title IX Coordinator, Office of Diversity and Inclusion 412-648-7860 titleixcoordinator@pitt.edu.