

Internship Learning Contract
ECL Internship Program, Department of English and Comparative Literature

Course number: _____

PART I

Section to be completed by Student

Applicant Information:

Last name: _____ First name: _____ PID: _____

Email address: _____ Phone: _____

Class (indicate one): SENIOR JUNIOR SOPHOMORE FIRST-YEAR

Semester requested (indicate one): FALL SPRING SUMMER I SUMMER II OTHER (please explain): _____ Year: _____

Dates of proposed internship: _____ Credit hours sought: _____

Current cumulative GPA: _____ *I am attaching an unofficial transcript to this form*

I acknowledge that in signing this Learning Contract, I agree to complete 100 hours or more of work in my chosen semester or summer session, and I agree to meet with my faculty adviser three or more times over the course of my internship. I also acknowledge that in order for my Internship Learning Contract to be approved, I cannot have already started internship work. If my Internship Learning Contract is approved, I agree to develop a written project of at least 4000 words to submit at the conclusion of my internship. I will abide by the Honor Code's responsibilities of students.

Student signature: _____ Date: _____

I understand that typing my name on the line above constitutes a legal signature.

Section to be completed by Faculty Adviser

Adviser Information:

Name: _____ Email: _____

I agree to enter a contract with and act as this student's faculty adviser for the ECL Internship Program. I have read and approved the proposal below. I acknowledge that in signing this Learning Contract, I agree to meet with the student applicant three or more times over the course of his or her internship to discuss its relevance to the English and Comparative Literature major and to develop a written project of at least 4000 words, which the student will submit at the conclusion of the internship and I will evaluate. I also agree to notify the Internship Program Coordinator if the student is not meeting his or her responsibilities. I will abide by the Honor Code's responsibilities of faculty.

Adviser signature: _____ Date: _____

I understand that typing my name on the line above constitutes a legal signature.

Please note that faculty members may advise no more than two students per semester or summer session.

PART II

Section to be completed by Student

Internship Information:

Business or organization: _____

Is this business or organization an ECL Internship Program Partner? (indicate one) YES NO

Internship title: _____ Department (if applicable): _____

Internship Liaison contact information: Name: _____

Job title: _____

Email: _____ Phone: _____

The Internship Program Liaison must sign a Performance Form at the conclusion of your internship, providing written certification of 100 hours or more of satisfactory work. This form must be submitted to the Internship Program Coordinator by the end of the student's internship.

In 500 words or fewer, please describe the professional responsibilities this internship entails and its relevance to your study of English and Comparative Literature:

PART III

Section to be completed by Internship Program Coordinator

The Internship Learning Contract has been reviewed. The proposal is (indicate one):

APPROVED AS IS

REQUIRES MORE INFORMATION (please provide details and return to the student and faculty adviser): _____

NOT APPROVED (provide rationale): _____

Internship Program Coordinator signature: _____ Date: _____

I understand that typing my name on the line above constitutes a legal signature.

Please submit this form by email to the Internship Program Coordinator. Please find the Internship Program Coordinator's contact information on the ECL Internship Program website.

****For Departmental Registrar Only**

Course number and section: _____ Enrolled date: _____

Signature: _____

The Department of English and Comparative Literature must retain a copy of this Internship Learning Contract for a minimum of two years.