DEPARTMENT OF ENGLISH
UNDERGRADUATE INTERNSHIP APPLICATION FORM

Student Name (please print)                                                                 SID #

Local Mailing Address                                                                 City    State    Zip

( ) -    (   ) -    (    )     -
Local Telephone Number    Work Telephone Number    Cell Phone Number

E-mail Address    Major        Minor

Projected Graduation Date    Cumulative GPA

Emergency Contact Name    Relationship

Name of Organization

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications. The student must:

1. Be in good academic standing with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.

2. Have sophomore status with satisfactory completion (a B or better) of English 101 and 102.

3. If a continuing student, have completed at least two full-time semesters (minimum of 24 University Credits). Transfer students should have completed at least one full-time semester (minimum of 12 University Credits).

4. Be currently enrolled at The University of Arizona.

5. Be a declared major or minor in the English Department. [Note: Students in the Honors College should consult with an Honors College advisor regarding Honors credit for an internship. Students not currently majoring/minoring in English must be approved for internship by Director of Undergraduate English.]

OFFICE USE ONLY

Student registered in: 393___  Sec ___  493___  Sec___  Other___  Units___

By: _______  For Semester: _____________  Date____________________
The intern student agrees to do the following:

1. Application process should take place during regular priority registration of upcoming semester. All late fees apply.

2. Submit all required documentation by the designated date. Students must complete this form and obtain all signatures prior to submitting the Intern Application packet to the English Undergraduate Advising Office.

3. Note that internship credits will not be awarded retroactively for internship duties performed at an earlier time.

4. Pay all registration fees associated with the credits to be earned. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.

5. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the attached Internship Assumption of Risk Release Form.

6. Complete all academic assignments and reporting requirements of the internship as specified by the English Department. This includes mandatory attendance at the departmental internship meetings.

7. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.

8. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.

9. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.

10. For students in paid internships: indicate on the application form how the internship work hours and duties exceed the normal job requirements with the sponsoring organization. Credit will only be given for work done above and beyond regular, paid duties and such duties must be specified.

11. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your supervisor to speak directly with the course instructor about your performance.

12. At the conclusion of your internship, complete the Student’s Internship Evaluation Form and create an Internship Portfolio which is given to the Coordinator of English Undergraduate Internships at the end-of-semester Internship Meeting. The portfolio should include the following:

- Internship Evaluation Form, completed by you (the intern)
- Description of the work you did during your internship (feel free to get creative with this!)
- Samples or copies of written work you produced
- Reflection essay, 2-3 pages minimum, describing your experience
- Internship Supervisor Evaluation Form, completed by your internship supervisor (this can be discussed with you or submitted directly to Stephanie Pearmain – pearmain@email.arizona.edu)
ENGLISH DEPARTMENT INFORMATION

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work ____8____ hours per week for ____16____ weeks. Therefore, the English Department agrees to award     3         units of credit for the following course ____________________ for the ________ ___________ semester.

The English Department and/or Director of Undergraduate Studies agree(s) to the following:

1. Select students who are in good academic standing.

2. Ensure that students are NOT awarded internship credit for their ongoing job.

3. Inform students of the necessity of complying with pertinent English Department and workplace policies and procedures.

4. Require that the Undergraduate Advising Office documents communications with the student and the work supervisor regarding internship activities.

5. Notify the student that, unless other agreements are made between the student and instructor, the instructor and English Department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.

6. Notify the student that neither the Director of Undergraduate Studies nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student’s work experience.

7. If the student’s internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student’s assignment. [Check the Human Subjects Protection Program to determine if training is needed: http://www.irb.arizona.edu/faqs.html]

8. Address the kind and amount of compensation (if any) that the English Department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).

9. Send to the supervisor of the sponsoring organization the Supervisor’s Internship Final Evaluation for completion, along with an envelope addressed to the course instructor; specify the deadline for this form to be returned to the course instructor.

English/ Social & Behavioral Sciences  1423 E. University Blvd, Modern Languages Rm 445 Tucson, AZ 85721
Department / College Department Address

Dr. Paul Hurh  jphurh@email.arizona.edu  (520)621-1836
Director of English Undergraduate Studies Email Address Telephone

Stephanie Pearmain  pearmain@email.arizona.edu  (520)621-3287
Coordinator of Engl. Undergraduate Internships Email Address Telephone
Office: ML 433
SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: ________________________________________________________________

Division/Department: ___________________________ Position Title: ___________________________

Internship Supervisor: __________________________ Supervisor’s Title: __________________________

Location of Job: _______________________________________________________________________

Summary of Job: _______________________________________________________________________

MINIMUM INTERN QUALIFICATIONS

Education: ___________________________________________________________________________

Experience: ___________________________________________________________________________

Attitudinal Aspects: ___________________________________________________________________

Specialized Skills/Knowledge: ___________________________________________________________________

SPONSORING ORGANIZATION INTERNSHIP AGREEMENT

Start Date: ___________ Month Day Year End Date: ___________ Month Day Year

Work Schedule: _______________________________________________________________________

Supervisor/Student Contact Hours: ___________________________________________________________________

The student will receive the following compensation for the internship (circle all that apply):

$___ Per Hr/Wk/Mo Room & Board Stipend Scholarship Pre-Professional Experience
On-site Activities/Responsibilities:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Physical Demands/Work Environment: ____________________________________________

________________________________________________________________________

________________________________________________________________________

Equipment/Machinery To be Used: ________________________________________________

________________________________________________________________________

Other: _______________________________________________________________________

________________________________________________________________________

Sponsoring Organization Internship Supervisor’s Signature of Approval

Date
CONDITIONS OF AGREEMENT

The English Department and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, sexual orientation, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College of Social & Behavioral Sciences, the Department of English, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

INFORMED LIABILITY STATEMENT

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and its designated agents. Consequently, I understand that The University of Arizona, College of Social & Behavioral Sciences, the Department of English, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, English Department, and the student.

Student intern agrees to notify the Sponsoring Organization and the English Department two weeks prior to the end of the internship.

I have read and understand this document.

__________________________________________________________________________  Date
Student Signature

__________________________________________________________________________  Date
Sponsoring Organization Supervisor

__________________________________________________________________________  Date
English Department Coordinator of Undergraduate Internships

__________________________________________________________________________  Date
English Department Director of Undergraduate English
University of Arizona Internship
ASSUMPTION OF RISK AND RELEASE FORM

THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING
(If student is under 18 years of age, a parent or legal guardian must also read and sign this form)

Student Participant: ___________________________________________ Date of Birth: _________________________

Student ID: ___________________________ Major: __________________________________________________________

Internship Course: _____________________ Sponsoring Organization: _______________________________________

I hereby agree as follows:

RISKS OF PARTICIPATION

I recognize that there are dangers and risks to which I may be exposed by participating in this internship. The following is a description and examples of specific, significant, non-obvious dangers and risks associated with the internship, as explained by the on-site supervisor:

________________________________________________________________________________________

________________________________________________________________________________________

I understand that the University of Arizona (the “University”) does not require me to participate in the internship, but I want to do so, despite the possible dangers and risks and despite this Release.

I therefore agree to assume all of the risks and responsibilities that are in any way associated with the internship.

HEALTH & SAFETY

I understand and agree that the University and its governing board, administrators, and employees (the “Releasees”) do not have medical personnel available at the Sponsoring Organization, which is the site location for my internship. I understand and agree that the Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

I understand that neither the Releasees nor the Sponsoring Organization are obligated to provide transportation in connection with the internship. I understand that I am expected to carry my own automobile liability insurance coverage.
STANDARDS OF CONDUCT

I will comply with the University's Student Code of Conduct and Code of Academic Integrity, as well as the standards of conduct for employees of the Sponsoring Organization. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such codes and academic standards.

I agree that the University has the right to enforce the standards of conduct described at: http://studpubs.web.arizona.edu/policies/cofc.htm, as well as at: http://studpubs.web.arizona.edu/policies/cacaint.htm, and that the University will impose sanctions, up to and including expulsion from the internship or from the University, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the department’s internship program, the Sponsoring Organization, or other student participants.

The University has the right to make changes in the format and administration of the internship. I understand that the University has no control over the operations or premises of the Sponsoring Organization, and that I will be under the supervision of a representative of that organization while I am participating at the internship.

ASSUMPTION OF RISK AND RELEASE OF CLAIMS

Knowing the risks described above, and in consideration of being permitted to participate in the internship, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify the Releasees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship (including periods in transit).

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the University of Arizona in the Department of English and shall be governed by the laws of the state of Arizona, which shall be the forum for any lawsuits filed under or incident to this agreement or to the internship.

__________________________________________  _________________________
Signature of Student Participant                     Date

__________________________________________  _________________________
Signature of Parent/Guardian (if student is under age 18)  Date