

APPLICATION FOR
Pre-Professional Writing Skills Internship (English 388P)

Please return completed application to Ms. Karen Lewis, Assistant Director, at lewiske@umd.edu.

To be eligible for English 388P, applications must be submitted by the end of the drop/add period for the semester in which you are interning. Students are typically most successful in their internships if they have completed their Professional Writing requirement and have at least a 2.5 GPA.

****Please understand that in order to earn academic credit for your internship, you will have written assignments in Instructure Canvas to complete throughout the semester.****

Include the following in your application packet:

- This application form (front and back).
- An essay (approximately 300 words) in which you explain your interest in an internship, your expectations for the internship, and the skills and experiences you would bring to the internship.
- A writing sample (of any length) from another recent college course.

Date: _____ E-mail Address: _____ UID: _____

Name: _____ Local/Campus Phone: _____

Campus Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Semester and year in which you are applying for the internship: _____

Number of credits for which you are applying: _____ (Note: The state of Maryland mandates you work 45 internship hours per each academic credit for which you register.)

If you have already secured a placement as an intern, please provide the following information:

Name and Address of Organization: _____

City: _____ State: _____ Zip: _____

(Note: The state of MD dictates your internship may not take place at a company owned by a relative or located in a home office.)

Name of supervisor: _____ Phone: _____

Supervisor's E-mail: _____ (Note: The state of Maryland mandates your supervisor cannot be a relative of yours or another undergraduate student.)

Web Site of Organization: _____

Date internship is scheduled to begin: _____

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Description of internship duties (must include 50% editing, writing or research): _____

Educational Information

Total Credits Earned: _____ Overall GPA: _____ English Credits and GPA: _____

Anticipated date of graduation: _____ Major(s): _____ Minor: _____

What writing courses have you completed at UMCP? _____

Provide the name of an English instructor at UMCP who is familiar with your work (if you have taken no English courses at UMCP, provide the name and department of another instructor at UMCP who is familiar with your work):

Work Experience

Name and Location of Organization	From-To	Position Held
_____	_____	_____
_____	_____	_____

Recommendations

Provide the name, title, mailing address, e-mail address, and phone number of each of the following:

Academic Reference (preferably a UMCP instructor):

Employment Reference:

I authorize you to obtain copies of my University of Maryland transcript, if necessary: YES NO

I hereby submit this application as a formal request for enrollment in English 388P. I realize it is my responsibility to provide the English Undergraduate Office with all requested materials before my application will be considered complete.

Signature of Applicant: _____ Date: _____