

**English Department**

**Internship Site Agreement**

**Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_**

**Semester (circle one): Spring Summer Fall Year \_\_\_\_\_\_\_**

**Eligibility Requirements**:

* Student must be in Junior or Senior standing.
* Student must have a 2.5 or above cumulative GPA.
* Student must secure an internship relevant to English studies. To obtain academic credit, students must register their internship with the Internship Supervisor and register for the course prior to the end of the Drop/Add period.

Students intern 8-12 hours per week for the semester or a total of 120 hours, for which they receive three units of academic credit. Their work must be substantial: writing, editing, web design, event management, professional development, or any other tasks that can aid them in completing a professional portfolio of their work.

Please contact Dr. Sarah Minslow [sminslo@calstatela.edu](mailto:sminslo@calstatela.edu) if you have questions or concerns.

**Internship Site Information**

Name of Business/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location for student work (may be remote): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intern Site Supervisor (will evaluate the intern’s work at the end of the semester)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures:** By signing this form, you agree to the tasks described on page 2 and commit to your professional relationship. The intern will do professional-level work to the best of their abilities and the supervisor will provide guidance and mentorship.

Site Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Internship Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Projects for Intern**

Please describe the primary tasks that the student will be responsible for during the internship, the products of these tasks (reports, instructions, press releases, social media posts, brochures, events, etc.), and any special skills the student must have.

*According to the new rules from the U.S. Department of Labor, interns must receive professional experience and may not be used non-professional work (running errands, copying) except if necessary to complete their projects.*

**What will be the intern’s primary tasks?**

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**What “products” will the intern produce for the internship portfolio? (\*These may change)**

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**What specific knowledge, skills, and abilities will the intern develop or learn during this internship?**

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| --- |
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**Return this form to Dr. Sarah Minslow, Internship Supervisor, English Department, Cal State LA**

[**sminslo@calstatela.edu**](mailto:sminslo@calstatela.edu)