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| **INTERNSHIP PLACEMENT APPROVAL FORM**  English 492A:  *Internship in Technical and Professional Writing/Editing*  **Semester:\_\_\_\_\_\_\_\_\_\_** | **Professional Writing Certificate Program**  Department of English  California State University, Long Beach  MHB-419  562-985-4223 |

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| ***Students:***  ***Please print your information below, give the form to your practicum supervisor, and sign the back page before submitting to your section instructor*** | |
| **Student Name:** | **Student Email:** |
| **Student Phone #:** |
| **Emergency Contact Person:** | **Emergency Contact Person Relationship to you:** |
| **Emergency Contact Person Phone:** |  |
| ***Supervisors:***  ***Please complete the sections below, sign the back page, and return to the student intern*** | |
| **Agency Name:** | **Agency Address:** |
| **Supervisor Name:** | |
| **Supervisor Phone #:** | **Supervisor Email Address:** |

**Is this a paid internship?**

**Yes No**

**Please describe the professional development and learning experiences available to student interns at this site:**

**Please note skills necessary for competence in the internship site:**

**Which of the following must students complete before starting their internship experiences at your site?**

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| --- | --- |
| * **Background check (e.g. LiveScan)** * **Physical evaluation** * **TB Test** * **Prescreening test (e.g. knowledge, skills based)** | * **Agency-specific training (please describe):** * **Other (please describe):** |

**By signing your (supervisor) name below, you certify that . . .**

1. the student will intern at your agency for at least 90 hours total,
2. the student’s work for the internship will be exclusively writing/editing,
3. you are the student’s immediate supervisor and will provide the student with regular feedback about their work, and
4. upon completion of the internship hours, you agree to write a brief evaluation of the student’s work.

**By signing your (student) name below, you certify that you will . . .**

1. maintain a professional attitude, appearance, and work ethic (attendance, punctuality, dependability, good judgement, and maintaing a high quality of work are expected),
2. communicate deadlines and obtain signatures from the internship supervisor regarding all mandatory paperwork that confirms internship placement, sponsor information, and intern performance evaluations, and
3. log all hours at the internship and complete the total number of agreed upon hours during the semester in order to fulfill the internship requirements. If hours are missed, it is the student’s responsibility to communicate with the internship site and arrange to make up missed time.

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**Signature of Site Supervisor Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student Date**

*If you have any questions or concerns, please call the Department of English at (562)-985-4223.*