**Application for english 492a**

**Internship**

Professional Writing Certificate Program

Department of English

California State University, Long Beach

Name:

Last First Middle Initial

492A Code Number:

**Regulations**

1. Prior to starting the internship, you and your proposed internship supervisor must complete the Internship Agreement Form and submit it to the Program Director. ***Under no circumstances will any hours worked count toward the 90 hour requirement until the completed Informed Consent (aka, “the waiver’) form is on file with the program Director.***

2. English 492A is open only to undergraduate and graduate students admitted to the Professional Writing Certificate program and such other students as may be approved by the program director. Prior consent of the program director is required. This course is applicable to the M.A. in English. 90 internship hours are required per unit.

3. Enrollment is contingent on completion of an enrollment form approved by the supervising instructor and the program director.

4. Students shall notify the program director of their place of employment and supervisor in order to facilitate a supervisory agreement.

5. The workplace supervisor will determine tasks to be undertaken, and will so notify the program director.

6. After the assigned tasks are completed, the work supervisor must send a confidential evaluation of the work intern’s work to the program director.

**Proposed Employer**

Company:

Supervisor:

Street Address:

City:

State:

Zip:

Telephone 1:

Email:

**Student application**

In accordance with the policy stated above, I wish to enroll in English 492A for units in the semester.

Name:

Last First Middle Initial

CSULB ID#:

Street Address:

Apt:

City:

State:

Zip:

Telephone:

Work:

Email:

Student Signature:

Date:

Program Director Approval:

Date:

***NOTE: This form does not enroll you in this course, it only permits you to add it. You must enroll via MyCSULB or, after the appropriate deadline, in person at Brotman Hall.***