



**Application for Undergraduate Internship
GWST 4700**

Name _____

ID# _____

Email _____ **Phone** _____

GPA _____ **GWST GPA** _____ **Number of hours completed** _____

Date _____ **Proposed Semester** _____

Upper-division GWST courses taken and grade:

1. _____ 2. _____

3. _____ 4. _____

Name and address of agency or institution

*** Please include a brief description of the internship and a preliminary bibliography with this application**

Agency Supervisor _____

Supervising Faculty _____

Recommendation of the academic affairs committee:

Approve _____
Comments (Optional)

Disapprove _____

Student Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

*** Note: Internships are designed to provide exceptional students with learning experience outside the classroom.**

1. Students applying for an internship must provide an application to the GWST Committee the semester before the internship is to be scheduled. The application must include a description of the proposed project and a preliminary biography. The project must be endorsed by a faculty supervisor.
2. Any student applying for an internship must have completed 60 semester hours of with a minimum GPA of 2.5, and a minimum GPA of 3.0 in all GWST courses. In addition, the student must have completed GWST 1101, 2100, 2200 and 6 hours of upper- division course work in GWST.
3. The GWST Committee will then review the application and make recommendations to the program director. The program director had final approval.
4. Internships may be repeated once in a different venue. An applicant's existing employment will not constitute an appropriate project; no internship will be assigned to a student whose immediate supervisor is a relative.
5. Evaluation of the internship will be based on a written assessment of the student's work by the agency supervisor. This evaluation will be placed in the student's file. Additionally, the student will write a report on the project and submit this to the faculty supervisor.
6. Interns will receive a letter grade, with hours counted toward graduation.
7. A cumulative file of all applications will be kept in the GWST office.

Internship Journal

You will be required to keep a journal documenting your experiences during your internship. Your journal might address/should address? But is not limited to:

- What was your long range goal/objective of this internship?
- Describe your daily tasks and duties
- What did you learn from your internship?
- What interactions did you have and with who?
- How did you collaborate with your site supervisor or other colleagues?
- Describe what occurred during an event/activity/program/etc.?
- Who did the target audience reached? Why? How do you know?
- Did you experience any powerful moments?
- Were your personal objectives met? How so?
- You could also collect and describe samples of your preparations, activities, events, etc., and include this in your journal.

Internship Description and Weekly Work Schedule

Name _____

Internship Job Description

Write a job description as agreed upon by you and your site supervisor. Make sure to include detailed information about the project(s) you will work on as well as your daily tasks, goals, and objectives. (Use additional sheets if necessary)

Weekly Work Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please include additional projects and special events

Approved _____ Date _____
(Site Supervisor)

Approved _____ Date _____
(GWST Program Director)