

Contract Letter
The Florida State University Department of English
Internship in Editing - ENC 4942/5945

Name: _____

FSUSN: _____

Please circle: **UNDERGRADUATE** **GRADUATE**

E-mail address: _____

Semester/Term of Internship: _____

How many credit hours (1-6)? _____

Name and address of firm or organization sponsoring internship:

Supervisor's name, email, and phone:

TO THE STUDENT: For _____ hours credit in ENC 4942/5945, I undertake to work _____ hours per week for the period from _____ to _____. I am submitting a paragraph-length job description with this contract. I understand that I am required to submit a portfolio of professional writing and editing produced during this internship. The portfolio is due on the last day of classes in the term I am registered for.

TO THE SUPERVISOR: I will sponsor this student in a writing intensive editing internship, ensuring that the student has enough relevant work to produce the required portfolio. I will submit a FINAL LETTER OF EVALUATION to the Supervisor of Internships for the English Department no later than the last day of classes. The intern is responsible for informing me of this date. Final letters of evaluation can be sent by email, mail, or fax.

Mail: Supervisor of Internships – FSU English Dept. – TLH, FL – 32306-1580

Fax: Attn: Supervisor of Internships – 850-644-0811

The internship in editing requires 7 hours of work per week and 2500 words in a portfolio PER CREDIT. That is, 3 credits requires 20 hours per week and 7500 words in a portfolio. Please be aware that only 3 hours of ENC4942 are applicable to the undergraduate major.

Please be aware that this form constitutes an agreement with the department for you to be registered for the requested number of credit hours. You will be assessed tuition and fees for these hours, even if your internship is unpaid.

Supervisor signature: _____ date: _____

Student signature: _____ date: _____