



Please upload contract to Canvas by the last day of drop/add of the semester for which you are registered. Do NOT submit a hard copy. All fields must be completed. Students who fail to submit a completed contract will be dropped from the course.

Name	Last		First	
FSU EMPLID	-		Date	
Year in School	<input type="checkbox"/> Freshmen	<input type="checkbox"/> Grad Student	Major	
	<input type="checkbox"/> Sophomore			
	<input type="checkbox"/> Junior			
	<input type="checkbox"/> Senior			
Address				
FSU E-mail	Phone			

***THE SUPERVISOR SHOULD BE AN EXPERIENCED PROFESSIONAL IN THE FIELD AND CANNOT BE A CURRENT UNDERGRADUATE STUDENT.**

*****Per Credit Hour, students are expected to WORK 4 hours per week, WRITE 2,000 words or EDIT 3,000 words (or an equivalent combination of the two); that is, 3 credits equates to 12 hours per week and 6,000-9,000 words minimum in a final portfolio.*****

[illegible]



**Florida State University
Department of English
ENC 4942/5945 – Internship Contract**

Florida State University
Department of English
Tallahassee, Florida 32306-1580
Ph (850) 644-4230 Fax (850) 644-0811

Internship Terms and Conditions

SUPERVISOR statement: 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 provide this student with a FINAL LETTER OF EVALUATION (using official letterhead/stationary) that they MUST INCLUDE in the required final portfolio. I will also respond to a feedback survey. I understand that the student must submit the required final portfolio to the course instructor prior to the last day of classes during the semester in which the student is interning. The intern is responsible for informing me of the due date.

Supervisor Signature: _____ Date: _____

STUDENT statement: I understand that by submitting this contract I intend to register for ENC4942/5945 during the indicated semester; it is my responsibility to verify that I do not have any registration stops AND verify that the correct hours appear on my schedule prior to the end of the Drop/Add registration period. I understand that I am required to submit a final portfolio of professional writing and editing produced during this internship. The portfolio is due on the last day of regularly scheduled classes during the term in which I am registered for the Editing Internship credit hours.

I am registering for _____ credit hours (1-6 hrs, only 3 will apply to the English major) and I understand that this will require that I submit no less than _____ words of writing and/or editing in my final portfolio.

I agree to work _____ hours per week from (start date) ____/____/____ to (end date) ____/____/____

____ (initial) I understand that the Internship is graded on the Satisfactory/Unsatisfactory basis and by submitting this contract I am grade liable and fee liable for the ENC4942/5945 hours.

____ (initial) I understand that I must submit my final portfolio and all supporting materials on or before the last day of regularly scheduled classes. Failure to do so will result in a grade of "Unsatisfactory."

____ (initial) I understand that my final portfolio must include a letter of evaluation from my supervisor and it is my responsibility to inform him/her of the due date.

____ (initial) I understand that I must also include a 1000-words self-evaluation/reflection in my final portfolio.

****Please be aware that this form constitutes an agreement with the FSU English Department . Once you register for the course, you will be assessed tuition and fees for these hours, even if your internship is unpaid.****

Upload the completed and signed contract to Canvas by the final day of drop/add, and retain the original hard copy for your records.

Student Signature: _____ Date: _____

If you have questions, please contact Dr. Hand at mhand@fsu.edu.