



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

Please upload contract to Canvas by the last day of drop/add in the semester of enrollment. Do NOT submit a hard copy. All fields are required.

Student Information

Name Last First
FSU EMPLID Date
Year in School Freshmen Sophomore Junior Senior Grad Student Major
Address
FSU E-mail Phone

Internship Company/Organization Information

Company/Organization
Address (if your internship is remote, please indicate that)
Supervisor's Name* Supervisor's Email & Ph #
Supervisor's Title and Position Description

*THE SUPERVISOR SHOULD BE AN EXPERIENCED PROFESSIONAL IN THE FIELD AND MAY NOT BE A CURRENT UNDERGRADUATE STUDENT OR IMMEDIATE FAMILY MEMBER.

Course Information

Semester/Year of Internship Summer Fall Spring Year:
Number of ENC4942/5945 Editing Internship Credit Hours: (Minimum = 1 Maximum = 6)

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).

Internship Objectives/Description (Completed by Student)

This internship is designed to provide the intern professional and practical experience in the advancement of their college education. The objectives and experiences during the internship period shall include the following (continue on a separate sheet if necessary):



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Internship Terms and Conditions

SUPERVISOR statement: I will sponsor this student in a writing/editing-intensive 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 on 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. I attest that I am neither a current undergraduate student nor a member of the student’s immediate family.

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 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 ePortfolio 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 hours, 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 ePortfolio 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 ePortfolio must include a letter of evaluation from my supervisor and it is my responsibility to inform him/her of the due date.

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 copy for your records.

Student Signature: _____ Date: _____

More information about the Editing Internship Program is available at <https://english.fsu.edu/programs/editing-writing-and-media/editing-internship>. If you have questions, please contact Dr. Molly Hand at mhand@fsu.edu.