





## English 622 Internship Agreement

**For the Student:** I understand that my responsibilities as an intern are:

1. Weekly submission to the Graduate Advisor or other appointed departmental faculty supervisor of

**ON-SITE SUPERVISOR RESPONSIBILITY:**

- A. Write letter of evaluation of intern's performance during the internship. Either include letter with student's completed notebook or mail directly to Director of Graduate Studies at the completion of the internship.
- B. Confirm clock hours. (75 clock hours = 1 semester hour of credit). \*Comment in evaluation letter actual clock hours worked in the internship.

**DIRECTOR OF GRADUATE STUDIES RESPONSIBILITY:**

- A. Evaluate internship documentation submitted by student and on-site supervisor.
- B. Assign "S/U" grade at completion of evaluation.

Return this form to: Director of Graduate Studies in English, 129 Simpkins Hall,  
Western Illinois University, Macomb, IL 61455.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**English 622 Internship Final Approval Form**

We hereby verify that \_\_\_\_\_ (student intern) has fulfilled all obligations for his/her internship and may be awarded 1 2 3 (circle one) semester hours of credit.

On-Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_