

APPLICATION FOR ENGLISH DEPARTMENT INTERNSHIP PROGRAM (RHET 495)

Are you an English Major? _____ Semester You Are Applying For _____

NAME _____ B-NUMBER _____

LOCAL ADDRESS _____

LOCAL PHONE # _____ CELL PHONE _____

E-MAIL ADDRESS(ES) _____

Students applying for Summer or Winter Session need to provide the address at which they can be reached during their internship:

Effective Dates for this Contact Information _____ / _____ / _____ until _____ / _____ / _____

ADDRESS DURING INTERNSHIP _____

PHONE _____

SPONSOR INFORMATION

(If you have already secured your internship, fill in this portion.)

SPONSOR AGENCY _____

CONTACT AT SPONSOR AGENCY _____

ADDRESS _____

SPONSOR PHONE # _____ E-MAIL ADDRESS _____

Total credit hours you will have completed by the end of this semester _____

GPA _____ GPA in major _____

List all courses you have completed or are currently taking within the department. Failure to list a course will disqualify you. List completed courses first.

Course Title	Instructor	Grade

Have you been convicted of a felony? yes _____ no _____

Students who wish to participate in an internship and who have previously been convicted of a felony are advised that this may impede your ability to participate in certain internships. Students who have concerns about such matters, or who are looking for additional information, should contact the Harpur College Dean's office.

Note to international students: If you are an international student in F-1 or J-1 status, be sure to check with the [Office of International Student and Scholar Services](#) to see if employment authorization is required for your internship. International students who begin internships without first receiving this written authorization from the ISSS will be in violation of federal immigration regulations. Protect your valid visa status.

OPTIONAL ADDITIONAL QUESTIONS FOR ALL APPLICANTS:

These questions are intended to help us to make useful placement suggestions. For example, if you do not have a car, we will attempt to find you an internship accessible by public transportation.

1. Do you have a car? _____

2. Do you have special skills, talents, or hobbies? (ex., art, music, sports) _____

3. Do you have any work (or prior internship) experience we should consider?

Name the field(s) in which you would like to intern:

(You may use this space to indicate a specific site or a general field of interest. Use your letter to add specific details about your goals and interests to help in placement suggestions.)

1st choice _____ 2nd choice _____

SPRING/FALL APPLICANTS: Please attach the following additional materials to this application:

1. A letter that includes a) why you warrant an internship; b) what benefits you expect to gain from your internship. This letter provides both a sample of your writing and clues as to the most suitable and appropriate type of placement, so we do suggest you craft a thoughtful letter.
2. Two recommendation from faculty and/or former employers, preferably in a field related to the prospective internship. Request these well before the application deadline and have them sent directly to the Undergraduate English Secretary, Dept. of English, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000. E-mail recommendations are acceptable if they are sent directly from the recommender to Heather Humphrey at hhumphr1@binghamton.edu.

Students applying for a spring or fall internship should submit their applications by the appropriate deadline (see Internship Homepage for the current deadline information) to the English Department Undergraduate Secretary in the English Office.

SUMMER/WINTER APPLICANTS: Please attach the following additional materials to this application:

1. A letter of intent that details your goals for the internship and how you see this opportunity fitting into your overall career plan. If you are still in the process of applying for internship positions and you think it would be helpful to you to have comments on your letter from Heather Humphrey, you may instead include a version of the copy letter you are using or you intend to use in applying for internships.