Department of English
University of Nevada, Reno

APPROVAL FOR GRADUATE-LEVEL INTERNSHIP

English 736, Internship, allows graduate students to earn academic credit through completing a practicum in a community, school, or university setting.
In order to obtain the class number and register for an internship, you must:
- create a proposal for the internship
- arrange for a member of the department’s graduate faculty to supervise the internship
- make arrangements for the internship with the cooperating agency or institution
- have the proposal approved in writing by the supervising faculty and the cooperating agency or institution
- have the approval of the chair of your graduate committee and graduate director
- return this form, complete with their signatures, to the English department office.

Name ________________________________________________          NSHE #_____________________
Semester ___________________________                                     email ____________________________
Number of credits________ (you may enroll for 1-4 credits; a maximum of 4 credits may count toward the degree)
Internship __________________________________________________________________________

Your proposal (please attach to this form) must describe:
1. The student’s interests in pursuing the internship along with his/her goals
2. The aims of the agency or institution in having an intern, if relevant
3. The specific assignments and tasks to be completed by the intern
4. The criteria for evaluation of the intern’s work, including
   a. evaluation by the organization or institution, including a written report by a representative of the organization (participating agencies are not responsible for grading student’s work)
   b. assessment and evaluation by the university professor based on site visits and written materials submitted by the students
   c. self-assessment by the student.

Faculty advisor for internship (Signature) ___________________________ (Date) __________
Agency or institution (Signature) ___________________________ (Date) __________
Chair of student’s graduate committee (Signature) ___________________________ (Date) __________
Graduate Director (Signature) ___________________________ (Date) __________