APPLICATION FOR ENG 396  WRITING APPRENTICESHIP – BFA Students Only

Name_________________________________________                    Date______________________

Mailing Address:_______________________________________________________________________

Title of Apprenticeship__________________________________________________________________

Site Supervisor ___________________________ Organization __________________________________

Date Apprenticeship Begins ____________________   Date Apprenticeship Ends ___________________

Number of credits:  4                                 Grading Basis: Pass/Fail only

Instructions for Students:

Before completing this form, speak with the supervisor for the site where you plan to complete the apprenticeship: the Managing Editor at Alice James Books, the Faculty Advisor for the Farmington Flyer, or the director of the program or organization you plan to work with. If the supervisor is willing to manage the internship, secure a brief letter from him or her summarizing the duties you will perform, the number of hours you will work each week, and the total number of hours you will work during the apprenticeship. **Please note that a minimum of 150 internship hours (37.5 hours per credit hour) is required for this course.** The letter must be signed by the supervisor and attached to this form before any approvals are requested.

If you have any questions about the apprenticeship or about the appropriateness of the site you are considering, see the Director of the BFA Program before starting the process.

When you have secured a letter from the supervisor, attach it to this form and submit it for approval to your advisor and the Director of the BFA Program. After all signatures are obtained, take this form to an administrative assistant in the Department of Humanities. The original will be sent to the Registrar, and copies to you, your advisor, the site supervisor, and the BFA Director. **Please note that the approved form must be submitted to the Registrar before the end of the add-drop period in the semester in which you are doing the apprenticeship. You must have your apprenticeship approved before you start.**

At the end of the apprenticeship, you will be expected to complete a paper of at least two pages, describing the experience, including tasks performed and skills learned. This should be submitted both to the supervisor and to the Director of the BFA Program.

Approvals:

_________________________________________    ________________________________________________
Student       Date              Academic Advisor     Date

_________________________________________
Director, BFA Program     Date

If this course creates an overload (more than 17 credits) the signature of the Chair of the Department of Humanities is necessary. (If the course does not create an overload, you do not need the Department Chair's signature.) You may not pre-register for overload credits; you may add them only at the beginning of the semester.

________________________________________
Chair, Department of Humanities     Date

Revised 10/29/06