

# DMET 585 Internship for Instructional Technology

Department of PSED / IDT  
Internship Application

Parts A, C, D and E of this application are to be completed by you. After completion, meet with your advisor for review. Your advisor will then complete part B of this form.

- If your application is approved, a letter of agreement between East Stroudsburg University's Department of PSED/IDT and the internship supervisor will be sent to complete the arrangements.
- Do not have your supervisor sign this document. It will be mailed to them for signatures following approval

*You cannot begin your internship before you have completed registration and the agreement letter is signed and returned to East Stroudsburg University.*

## Register for DMET 585 Internship (3 credits)

### Part A

Name:  
ESU Address:  
  
ESU Phone:  
Student ID #:  
Address while interning:  
Phone:  
Internship starting date:  
Internship completion date:  
Daily work hours:

### Part B

To be completed by advisor:

DMET Grade Average \_\_\_\_\_

Incompletes in major  
\_\_\_\_\_

Signature  
\_\_\_\_\_

Date  
\_\_\_\_\_

### Part C: Internship Agency

Name

Address

Phone: Fax: Email:

Supervisor's Name:

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Part D**

**1. Briefly describe the agency where you are proposing to intern by describing the type of agency, number of employees and years of operation.**

**2. Give background information of your proposed supervisor such as education, experience, and years with the agency.**

## **Part E**

*1.) Prepare a detailed professional paragraph job description of your internship that the internship agency and you have developed for your experience.*

*2.) Prepare a well written paragraph describing the qualifications that you possess for applying for this internship.*

10/94, Revised 6-04-02/EC, 11-13-14BRS; 5-23-23 CMW