DMET 585 Internship for Instructional Technology

Department of Digital Media Technologies

Internship Application

Parts A, C, D and E of this application and the permission to enroll card 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 Digital Media Technolgies and the internship agency will be sent to complete the arrangements.

***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**:

**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**.

**3. Give succinct directions as how to get from East Stroudsburg University to where you would be interning, the estimated travel time, parking instructions, and visitor registration, if any**.

*Contract sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Contract received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**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