**INTERNSHIP APPLICATION FORM**

**Part A- Student Information** *(must be filled by the Student).*

**Applicant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | EID: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |
| --- | --- | --- |
| **Please choose the internship course number you are/will be registered for:** | | |
|  | | |
| ADV 350(undergrad/required) | ☐ |
| ADV 151(undergrad/after ADV350) | ☐ |
| PR 350(undergrad/required) | ☐ |
| PR 151(undergrad/after ADV350) | ☐ |
| ADV 395 (grad students) | ☐ |

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application will be approved, I understand that false or misleading information in my application may result in failing grade for the course.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Part B- Internship Information** *(Must be filled by the Supervisor).*

**Company & Supervisor Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | Phone: | | |  | |
| Address: |  | | | |  | | |  | |
| Supervisor Full Name: | |  | |  | |  |  | |  |
|  | | *Last* | | *First* | | *M.I.* |  | |  |
| Job Title: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |
| --- | --- |
| Approximate Start Date of Internship |  |
| Approximate End Date of Internship |  |
| Approximate number of full-time employees at your organization |  |
| Approximate number of interns at your organization |  |
| Of those, how many are from the UT Advertising & PR Department? |  |
| How many interns will you be personally supervising? |  |
| Approximately how many hours per week will the student work? |  |
| Total anticipated number of hours for the semester. |  |
| Is this internship paid or unpaid? |  |

|  |  |
| --- | --- |
| **Category of the internship (select one)** | |
| Public Relations (general) | ☐ |
| Advertising (general) | ☐ |
| Creative | ☐ |
| Media | ☐ |
| Account Planning / Services | ☐ |
| Social Media | ☐ |
| Event Planning | ☐ |
| Other: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description** | | | |
| **Role and Responsibilities:** Please provide us with any additional information about what the intern will be gaining from this internship and how their time with your company will be providing them with essential experience in the field of advertising and/or PR.  **Please list the general internship duties and a percentage for each task (i.e.- Copywriting: 35%)\***  (Please be specific. Most application problems arise from ambiguity in this section. Also, please remember that administrative/clerical work must be UNDER 20% (including filing, copying, mailing, phone, etc.)). | | | |
| **Job Duties** | **% of Work** | **Job Duties** | **% of Work** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Internship Guidelines** | | | |
| 1. Your organization may not have more than TWO unpaid interns receiving academic credit from our program during a given semester. These positions are filled on a first applied, first approved basis.  2. Interns may not use personal computers or software with University of Texas licenses during their internship. Your organization must provide them with the hardware and software they need.  3. The internship must be a minimum of 180 hours and a maximum of 200 hours over the semester.  4. The internship must be highly relevant to the student's major education (advertising or public relations) and to their future career development.  5. The internship duties must be under 20 percent clerical work.  6. The internship should take place in an office setting where the student has direct and in-person contact with their supervisor. The internship may not take place in a personal residence.  7. All work-related expenses incurred by the intern in the course of their internship need to be paid for or refunded by your organization.  YES   |  |  | | --- | --- | | By selecting "Yes," I verify that my organization agrees to abide by all of the internship guidelines, as listed above. | ☐ | | | | |

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application will be approved, I understand that false or misleading information in this application may result in denial of future internship applications with your company.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |