**INTERNSHIP APPLICATION FORM**

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

**Applicant Information**

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

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

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| **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) |[ ]
| ADV 350S (Sports Certificate required) |[ ]
| PR 350S (Sports Certificate required) |[ ]

**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 no credit for the course.*

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| --- | --- | --- | --- |
| 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 |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 1. Approximate Start Date of Internship
 | Click here to enter a date. |
| 1. Approximate End Date of Internship
 | Click here to enter a date. |
| 1. Approximate number of full-time employees at your organization
 | Click here to enter text. |
| 1. Approximate number of interns at your organization
 | Click here to enter text. |
| 1. Of those, how many are from the UT Advertising & PR Department?
 | Click here to enter text. |
| 1. How many interns will you be personally supervising?
 | Click here to enter text. |

|  |  |
| --- | --- |
| 1. Approximately how many hours per week will student work?
 | Click here to enter text. |
| 1. Approximately how many weeks will the student work?
 | Click here to enter text. |
| 1. Total anticipated number of hours for the semester.
 | Click here to enter text. |
| 1. Is this internship paid or unpaid?
 | Click here to enter text. |

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| **Category of the internship (select one)** |
|  Public Relations (general) |[ ]
|  Advertising (general) |[ ]
|  Creative |[ ]
|  Media |[ ]
|  Account Planning / Services |[ ]
|  Social Media |[ ]
| Event Planning |[ ]
| Other: | Click here to enter text. |

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| **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.)).* Bulleted list item
* Bulleted list item
* Bulleted list item
* Bulleted list item
* Bulleted list item
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| **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

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| By selecting "Yes," I verify that my organization agrees to abide by all of the internship guidelines, as listed above. |[ ]

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**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.*

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