



ADV4940 - Advertising Internship Application

Must complete all items

STUDENT INFORMATION form with fields for Last Name, First Name, UF ID #, UFL Email Address, Phone #, Mailing Address, Apt #, City, State, Zip, Overall GPA, Total accrued credit hours, Grade earned in following (4) courses, and SPC 2608 (or ORI 2000) NOTE.

INTERNSHIP INFORMATION form with fields for Semester/Year of Internship, Academic Year, Credit Hours, Program, Company Name, Supervisor's Name, Business Address, Supervisor's Email, City, State & Zip, Supervisor's Phone, Number of Weeks, Hours Per Week, Total Hours of Internship, Start Date, End Date, Primary Work Location, Internship is (Unpaid/Paid), and Have you completed an internship for credit before?

APPLICATION PACKET INFORMATION section with three checkboxes and text requirements: I have completed all items on the application, I have checked my ONE.UF account, and I am submitting (1) PDF file.

DEPARTMENT USE ONLY section with fields for Application is Complete (Yes/No), Signed by Faculty Supervisor (Approved/Denied), Date, Registered in Office by, and Date.



**ADV4940 Application
Description of Advertising Related Job Duties**

Must complete all items

Provide a description of your internship and advertising related job duties:

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Print Full Name:

UF ID #:

Signature (Sign using pen or Adobe sign tool):

Date:



**ADV4940 Application
Acknowledgment of Course Policies & Procedures**

Must complete all items

Acknowledgement

This document and my signature below certifies that I have read the Internship Policies and Procedures Document and understand all course requirements for ADV4940 - Advertising Internship.

I understand that my internship will not be approved until the Department of Advertising has received a signed letter from my supervisor on company letterhead signifying my acceptance as an intern with the company and explaining my responsibilities as an advertising student.

I acknowledge that my lack of familiarity or understanding of course requirements is an unacceptable reason for not completing the requirements properly or not meeting the assigned deadline.

Print Full Name:	UF ID #:
Signature <small>(Sign using pen or Adobe sign tool):</small>	Date:
UFL Email Address:	



ADV4940 Application Quiz on Course Policies & Procedures

Check all answers. Must score 100% to be approved.

Check ONE box (or circle the letter) that represents the best answer for each question

1. How many hours of service at my internship are required for each credit hour enrolled this semester?
 - a. 15
 - b. 25
 - c. 45
 - d. 65

2. I can change the number of credit hours I'm enrolled in after my internship begins.
 - a. True
 - b. False

3. Which statement correctly describes the only type of internship that will be approved?
 - a. Work at a full-time company or organization that has been in business for a least one year, with all internship work occurring under direct supervision of someone with professional advertising experience.
 - b. Work for a new startup company or organization (tech or other)
 - c. Work for other students
 - d. Work for my current (pre-internship) employer

4. The total number of hours worked each week at my internship will appear on Canvas as a percentage out of 40 (the maximum hours allowed to work each week). For example, if I work 10 hours, a 10/40 will be entered into Canvas. This 10/40 represents the "total number of hours worked that week," it does NOT represent "a grade percentage."
 - a. True
 - b. False

5. I am responsible for assuring that the Department of Advertising has the correct email address on file for my internship supervisor, and that my supervisor has completed the end-of-semester evaluation by the deadline.
 - a. True
 - b. False

Print Full Name:

UF ID #:

Signature (Sign using pen or Adobe sign tool):

Date:

DEPARTMENT USE ONLY

Score: