



ADV4941 - Advanced Advertising Internship Application

Must complete all items

STUDENT INFORMATION form with fields for Last Name, First, UF ID #, UFL Email Address, Phone #, Mailing Address, Apt #, City, State, Zip, Overall GPA, Total accrued credit hours, and course grades.

INTERNSHIP INFORMATION form with fields for Semester/Academic Year of Internship, 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, and Internship type (Unpaid/Paid).

APPLICATION PACKET INFORMATION section with three checkboxes for completion of application, ONE.UF account confirmation, and PDF submission requirements.

DEPARTMENT USE ONLY section with fields for Application is Complete status, Approved by faculty supervisor, and Registered in ADV. office by, each with Yes/No checkboxes and date fields.



**ADV4941 Application
Description of Advertising Related Job Duties**

Must complete all items

Provide a detailed description of your internship and advertising related job duties (100-150 words)

Describe in detail how this internship will help you learn more about one, or both, of the following: (a) a specific job or area of interest, or (b) how it will help you find full-time employment after graduation? (100 - 150 words)

Print Full Name:

UF ID #:

Signature (Sign using pen or Adobe sign tool):

Date:



**ADV4941 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 ADV4941 - Advanced 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 (Sign using pen or Adobe sign tool):	Date:
UFL E-mail Address:	



ADV4941 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: