

ADV4940 - Advertising Internship Application

Must complete ALL items

STUDENT INFORMATION		
Last Name:	First Name:	UF ID #:
UFL Email Address:		Phone #:
Mailing Address:		Apt #:
City:	State:	Zip:
Overall GPA: <small>(minimum of 2.5 required)</small>	Total accrued credit hours: <small>(60 credits required or petition department)</small>	
Grade earned in following (3) courses: ENC 3252:	MAR 3023:	ADV 3008:
List one additional course relevant to this internship:		Grade in this course:

INTERNSHIP INFORMATION		
Semester/Year of Internship: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer A <input type="checkbox"/> Summer B <input type="checkbox"/> Summer C <small>(check <u>one</u> semester or summer session)</small>	Academic Year: <small>(e.g. 2023, 2024, etc.)</small>	
Credit Hours (1-3) <small>1 credit = 65 hours of work</small> <input type="checkbox"/> 1 (65 hrs) <input type="checkbox"/> 2 (130 hrs) <input type="checkbox"/> 3 (195 hrs)	Program: <input type="checkbox"/> UF Campus Program <input type="checkbox"/> UF Online Program <small>Can take in person & some online classes Take all online (UFO) classes</small>	
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: <small>(no less than requested credit hours above)</small>
Start Date:	End Date:	Primary Work Location: <input type="checkbox"/> in person <input type="checkbox"/> remote
Internship is: <input type="checkbox"/> Unpaid <input type="checkbox"/> Paid Amount paid \$ <input type="checkbox"/> per hour <input type="checkbox"/> per week <input type="checkbox"/> per month		
Have you completed an internship for credit before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what organization or company did you work with?		

APPLICATION PACKET INFORMATION (type or write your initials each box)	
<input type="checkbox"/>	I have read the Internship Policies & Procedures for ADV 4940 and completed the quiz .
<input type="checkbox"/>	I have completed the Internship Description & Job Duties page & signed the Letter of Acknowledgment of course policies and procedures.
<input type="checkbox"/>	I am submitting ONE PDF FILE that includes my APPLICATION and a signed/dated LETTER OF ACCEPTANCE from my supervisor that signifies my acceptance as an intern and explains my advertising related responsibilities.

DEPARTMENT USE ONLY	
Application is Complete (<i>application page, internship description & job duties, letter of acknowledgement, quiz, and signed letter from supervisor on company letterhead</i>).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by faculty supervisor: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <small>(If denied, reasons will be shared with student)</small>	Date:
Registered in ADV. office by:	Date:

ADV4940 Application Description of Advertising Related Job Duties

Must complete ALL items

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

Print Full Name:

UF ID #:

Signature (Sign using pen or Adobe sign tool):

Date:

**ADV4940 Application
Letter of 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** and understand all course requirements for ADV 4940 - 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 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:

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Score: