

**ADV4941 - Advanced Advertising Internship Application**

Must complete ALL items

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

<b>INTERNSHIP INFORMATION</b>			
Semester/Academic Year of Internship: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer C <small>(ADV4941 is not offered during Summer A or Summer B sessions)</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 <small>Can take in person &amp; some online classes</small> <input type="checkbox"/> UF Online Program <small>Only take 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 \$ <small>per hour: <input type="checkbox"/> per week: <input type="checkbox"/></small>		Elective Credit: <input type="checkbox"/> Elective option may sign up for 1, 2, or 3 credits.	
Have you completed an internship for credit before? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, with what organization or company?</small>		Immersion Credit: <input type="checkbox"/> Immersion option must sign up for 3 credits and fulfill weekly hour minimums (see Policies & Procedures) <small>(select one)</small>	

<b>APPLICATION PACKET INFORMATION</b> (type or write your initials each box)	
<input type="checkbox"/>	I have read the <b>Internship Policies &amp; Procedures</b> for ADV 4941 and <b>completed the quiz</b> .
<input type="checkbox"/>	I have completed the <b>Internship Description &amp; Job Duties</b> page & signed the <b>Letter of Acknowledgement</b> .
<input type="checkbox"/>	I am submitting <b>ONE PDF FILE</b> that includes my <b>APPLICATION</b> and a signed/dated <b>LETTER OF ACCEPTANCE</b> from my supervisor that signifies my acceptance as an intern and explains my advertising related responsibilities.

<b>DEPARTMENT USE ONLY</b>			
<b>Application is Complete</b> <i>(application page, internship description &amp; 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:

## ADV4941 Application Description of Advertising Related Job Duties

Must complete ALL items

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

**Why does this qualify for an Advanced Internship and not a standard ADV 4940 internship?**

Print Full Name:

UF ID #:

Signature (Sign using pen or Adobe sign tool):

Date:

**ADV4941 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 4941 - 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:

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Score: