

# APPLICATION FOR ENGLISH DEPARTMENT

List all courses you have completed or are currently taking within the department. Failure to list a course will disqualify you. List completed courses first.

Course Title	Instructor	Grade

Have you been convicted of a felony? yes \_\_\_\_\_ no \_\_\_\_\_ elony?

**OPTIONAL ADDITIONAL QUESTIONS FOR ALL APPLICANTS:**

These questions are intended to help us to make useful placement suggestions. For example, if you do not have a car, we will attempt to find you an internship accessible by public transportation.

1. Do you have a car? \_\_\_\_\_
2. Do you have special skills, talents, or hobbies? (ex., art, music, sports) \_\_\_\_\_

3. Do you have any work (or prior internship) experience we should consider?

Name the field(s) in which you would like to intern:

(You may use this space to indicate a specific site or a general field of interest. Use your letter to add specific details about your goals and interests to help in placement suggestions.)

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

**SPRING/FALL APPLICANTS** : Please attach the following additional materials to this application:

A letter that includes a) why you warrant an internship; b) what benefits you expect to gain from your internship. This letter provides both a sample of your writing and clues as to the most suitable and appropriate type of placement, so we do suggest you craft a thoughtful letter.

Two recommendation from faculty and/or former employers, preferably in a field related to the prospective internship. Request these well before the application deadline and have them sent directly to the Undergraduate English Secretary, Dept. of English, Binghamton University, PO Box 6000, Binghamton, NY 13902-6000. E-mail recommendations are acceptable if they are sent directly from the recommender to \_\_\_\_\_ at [@binghamton.edu](mailto:_____@binghamton.edu).

Students applying for a spring or fall internship should submit their applications by the appropriate deadline (see Internship Homepage for the current deadline information) to the English Department Undergraduate Secretary in the English Office.

**SUMMER/WINTER APPLICANTS** : Please attach the following additional materials to this application:

1. A letter of intent that de