



Application Form Internship in Professional Writing

Professional writing is high quality writing, often reflecting specialized knowledge, styles, and formats, done in an occupational or scholarly setting. Through this application, you are requesting a professional writing internship in a Columbus-area workplace.

1. Name _____ Date _____

Address _____

E-mail Address _____ Phone Number _____

College _____ Major _____

Expected Graduation Date _____

Race or ethnicity (this question is optional) _____

2. Career interests/preferred type of internship _____

3. Quarter when you'd like to do the internship _____

4. Please check the requirements you have completed toward the Minor in Professional Writing. Circle the courses you have taken.

_____ English 110 (prerequisite; does not count toward hours for minor)

_____ 367 (Second Level Writing, any version)

_____ Elective 1: Select one: English 304, 405, 467, or 567

_____ Elective 2: Select one: Agricultural Systems Management 305; Aviation 520; Communications 221, 602, 604, 629, 634, 711; Construction Systems Management 305;

Education 607; Engineering 400; English 271, 276, 570, 572, 574; History 598.01;

History of Art 415; IBGP 707; Natural Resources 567; Physics 596; Theatre 636, 660

_____ Humanities 450 (any version)

5. What are your strengths in professional writing?

Submit your completed application with a résumé and a portfolio of three of your best writing samples to Professor Trish Houston, Coordinator, Minor in Professional Writing, 419 Mendenhall Lab. Include a cover letter that explains your interest in the Professional Writing Minor and provides information about each writing sample. Meticulously proofread all of your application materials before you submit them to insure that they are work-world ready.

The Coordinator will call you to schedule an interview. If you have any questions, feel free to e-mail the Coordinator at houston.61@osu.edu.

Revised September 9, 2008