

M.S. IN TECHNICAL COMMUNICATION
TCOM 6380 - FIELD EXPERIENCE
APPLICATION FORM

What are my responsibilities for the field experience?

You are responsible for locating your workplace sponsor. You must also gain approval from the Graduate Director before you begin. To gain credit for the field experience, you must complete at least 120 hours of work. You are also responsible for:

1. A log of your total hours worked
2. A final report on your field experience
3. A sample of the project(s) you completed

Note: You cannot apply your current job responsibilities toward the field experience.

PART 1: (Completed by Student)

Last Name: _____ **First Name:** _____

Student ID Number: _____ **Email Address:** _____

Hours completed in Program: _____ **GPA:** _____ **Anticipated Graduation term:** _____

Intended Term for field experience (ex: fall 2021): _____

Student Signature: _____ **Date:** _____

F-1 students must receive approval from the Coordinator of International Admissions, Suite 350 South (713) 221-8048.

PART 2: (Completed by Employer)

During the _____ semester of 20____, _____ will be participating in a cooperative program between you and the University of Houston-Downtown. As the employee's direct supervisor, please provide a brief description of student duties or attach a copy of the job description:

Summary of Responsibilities:

Company/Organization Name: _____

Company/Organization Address: _____

Student's Position/Title: _____ **Supervisor Title** _____

Supervisor Name: _____ **Email :** _____ **Phone:** _____

Supervisor Signature: _____ **Date:** _____

PART 3: (Academic Department Approval) Approved or Denied? _____

Signature: _____ **Date:** _____

Print Name and Title: _____