

Com 4990

***Insert type of internship (marketing, public relations)**

***Insert name of interning organization**

***Insert street address of interning organization**

***Insert city, state, and zip**

***Insert phone number including area code**

***Insert web address (if possible)**

***Internship objective:**

***About the interning organization:**

***Interning organizations mission:**

***Semesters interns are needed:** Fall, spring, Su I & Su II annually, or specify a specific semester.

***Number of interns needed:** (specify number or range)

Start date: On or near the first day of the semester, negotiable

End date: On or near the last day of the semester, negotiable

Hours per week: 10-15 hours per week/depending upon the number of weeks scheduled to intern.

Academic qualifications: Declared major or minor in the School of Communication

***Desired skills and qualifications:** Student interns should (list any specific skills or qualifications)

***Description of intern responsibilities:**

***Location:**

***Intern sponsor** (at the interning organization):

Credit: College credit toward communication major, minor or general electives. One hour of college credit is earned for 40 hours of work.

***Interested students should contact:**

Evaluation: The evaluation and grade will be completed by Internship Coordinator Marilyn Kritzman and will be based upon the following:

- ❖ The student's journal/log/observation of all intern activities
- ❖ The student's copy of all work produced
- ❖ The student's learning objectives and progress made toward the learning objectives
- ❖ Final paper
- ❖ The internship sponsor mid-internship evaluation
- ❖ The internship sponsor final evaluation

Method of Evaluation:

- ❖ Student's journal/log: 20%
- ❖ Student's work: 20 %
- ❖ Paper: 20%
- ❖ Internship sponsor mid-internship evaluation: 20%
- ❖ Internship sponsor final evaluation: 20%

Calendar:

- ❖ **E-mail updates to faculty sponsor every month.**
- ❖ Additional communication via email, phone or in person as needed
- ❖ All materials are to be submitted to Marilyn Kritzman on the Wednesday prior to final weeks of the semester/session registered.
- ❖ Internship sponsor evaluation due half way through the internship
- ❖ Internship sponsor final evaluation due the Wednesday of finals week with the rest of the material. The evaluation may be submitted with the student's materials in a sealed envelope, or the sponsor may submit it separately by the due date.

Student's Signature

Intern sponsor's (at internship site) signature

Coordinator of Undergraduate Internship's (Marilyn S. Kritzman) signature