Term/Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Descriptive Title of Internship**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Units of Credits Expected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (At 40 hours per credit; must be at least 3 credits)

Approximate starting and ending dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Grading

**Internship grades are not *given*; they must be *earned*. An internship requires at least as much diligence as an advanced classroom course.** It *is* possible to fail an internship and receive neither credit nor fulfillment of this requirement for a communication degree.

Internships are graded Pass/Fail. “Pass” grades do not affect your GPA; “fail” grades are calculated into your GPA. All required items must be submitted on time in order to pass. If required items are not submitted by the appropriate deadlines, an “incomplete” will be assigned; this grade will change to “fail” if items are not submitted by mid-semester of the next term. Please note that an “incomplete” may affect your financial aid award.

Credits are intentionally not given a letter grade. Internship experiences are intended to give you the opportunity to test a career path, not to impact your GPA.

The internship grade will be based on the following:

* **Supervisor Evaluation:** Near the culmination of the internship, the supervisor will complete an evaluation form to be provided by the student. The supervisor should verify the number of hours the intern worked and describe the quality of work. The evaluation should include a recommended Pass/Fail grade for the internship.
* **Mid-semester Evaluation:** The intern will submit a completed and thoughtful mid-semester evaluation via Blackboard by the assigned date. If the intern finds the experience to be less than expected, s/he will schedule a meeting with the Internship Coordinator to determine a course of action to enhance the experience.
* **Final Evaluation:** The intern will submit a completed and thoughtful final evaluation via Blackboard by the assigned date.

**Educational Rationale (to be completed by the intern)**

What communication-related duties do you expect to perform during your internship?

How does this internship use skills and concepts from your prior coursework or integrate with future coursework?

How might this internship fit with your career plans in the years immediately following graduation?

***Please Read Thoroughly Before Signing***

In signing below, I, the student, agree to: (a) spend at least the required number of hours per week in the internship; (b) perform my duties in a professional manner; (c) complete all specified internship requirements by the established deadlines***.***

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In signing below, I, the supervisor, verify the following: (a) my organization is an established entity recognized as such within my professional community; (b) I will provide my intern with direct and regular supervision and guidance; (c) I will assign meaningful learning tasks/projects that are consistent with the internship description.

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_