

Internship Agreement

Student Information

Student's Name _____

SE ID (SO#####) _____

Major _____

Total Hours Completed _____

Total Hours Completed in Major Courses _____

Campus Address _____

Campus Phone _____

Cooperating Agency Information

Company Name _____

Company Address _____

Supervisor _____

Title _____

Phone Number _____

Email Address _____

Internship Title for Permanent Records _____

Starting Date of Internship _____

Closing Date of Internship _____

Number of Weeks of Internship _____

List of Internship Work Tasks (specific & concise, please)

Requirements for SC 483 must also be fulfilled before credit can be received for the internship:

1. Activity Log submitted weekly via email, culminating into a comprehensive, polished document that is turned in upon completion of the 150 hours.
2. Two artifacts, produced on-job, representative of your work during the internship, submitted upon completion of the 150 hours.
3. Supervisor's Internship Performance Review form
Note: This will be completed & submitted by the On-Site Supervisor to the Internship Coordinator
4. Self-Evaluation & Site Review, submitted upon completion of the 150 hours.

All materials and information submitted for your internship become property of the Department of Communication Studies and Modern Languages, to be maintained in the main department office. These items cannot be returned.

Student's Signature _____

Date _____

On-Site Supervisor's Signature _____

Date _____

Internship Coordinator's Signature _____

Date _____

Department Chair's Signature _____

Date _____