

**Communication/Mass Media Internship
COMM/MM 4379.010**

INTERNSHIP CONTRACT

The internship program provides an off-campus job experience for which the student receives academic credit. The goal of an internship is to give the student supervised practical application of classroom theory and instruction. To receive three hours of academic credit, the student will work a minimum of 100 hours according to a schedule agreed upon by the professional supervisor and the student and submit reports and papers as prescribed by the instructor. The duties assigned the student will parallel as closely as possible those of the full-time professional.

If the internship arrangement becomes unsatisfactory, the student may be withdrawn after discussion between the ASU faculty supervisor and the professional supervisor. If the intern withdraws or drops the course for other reasons, university policy on withdrawals will apply in determining procedures followed.

At the end of the semester, the professional supervisor will evaluate the intern on the appropriate form. The faculty supervisor will determine the grade based on the professional evaluation and other departmental criteria.

Indicate acceptance of the above agreement by signing and returning this form to the ASU Department of Communication and Mass Media.

Professional supervisor (printed name) _____

Professional supervisor's signature _____

Organization _____ Date _____

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STUDENT INTERN (printed name) _____

Student intern's signature _____

Semester _____ Campus ID # _____

Email address: _____

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Faculty Supervisor _____ Date _____

Department Head _____ Date _____

The Internship Program

Instructions .

Please fill out your portion of the contract and take it to your professional supervisor to have him/her sign it. Return it to your faculty supervisor. This form must also be signed by the department head. After all have signed, one copy will be returned to you and you will be responsible for returning one copy to the professional supervisor. This paperwork must be completed before you register for the class.

General Procedures

1. In order to participate in an internship, students should be juniors or seniors in good standing with the university, hold a 3.0 GPA on all major coursework, a 2.75 overall GPA, and have completed all coursework required for internship prior to beginning the internship. If all these conditions are not met, the student may appeal to the internship committee through the instructor for special permission. The decision of the internship committee is final.
2. Students may not use full-time or part-time jobs as internships.
3. Students may receive no more than six hours of credit for interning – three hours for Communication 4379 and three hours for Mass Media 4379.
4. Students who take six hours of interning must have two different internships.
5. Students will write papers and have conferences as required by the faculty supervisor.
6. Students are advised to talk with the internship faculty supervisor the semester prior to one in which they plan to intern to determine sustainability of internships.
7. Students will intern a minimum of 100 hours for three hours of credit.
8. Students may obtain internships through their own contacts, through the internship placements notices on the bulletin boards located on the Library 3rd floor B304 hallways, or on the Communication and Mass Media website at http://www.angelo.edu/dept/communication-mass-media/student_employment.php