

DEPARTMENT OF COMMUNICATION

Internship Application Form

I. INTERN INFORMATION

Name: _____ Student #: _____

Address (during term of internship):

Street: _____

City: _____

State: _____ Zip: _____

Phone (during term of internship): _____

Email Address: _____

Intern's Signature: _____

II. Faculty Supervisor Information

Faculty Supervisor (please print): _____

Faculty Supervisor Signature: _____

III. Sponsoring Organization Information

Name of Organization: _____

Supervisor: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone (during term of internship): _____ Email Address _____

Supervisor Signature: _____

**THE FOLLOWING INFORMATION SERVES AS A CONTRACT BETWEEN THE INTERNSHIP
COORDINATOR, SPONSORING SUPERVISOR AND THE INTERN**

I. TIME FRAME FOR INTERNSHIP

Date internship begins: _____

Date internship ends: _____

Number of Academic Credits/Hours: Com 280 _____ Com 281 _____

II. WORK SCHEDULE

Please determine with your sponsor the hours you will be working and fill the below grid in accordingly.

	8	9	10	11	12	1	2	3	4	5	6	7
M												
T												
W												
TH												
F												
S												
SN												

III. CAREER GOALS OF STUDENT AND PREPARATION

A. Please list communication courses completed and currently enrolled in:

B. Please list any other course work relevant to the internship:

C. Please list prior work experience:

D. Please identify type(s) of career(s) that you wish to pursue and indicate how this internship experience will enhance your career development.

E. Please identify the skills which you feel are required to work in your preferred career area.

IV. INTERNSHIP EXPERIENCE

In order for you to make the most of your internship experience, it is necessary for you to set definite goals and objectives. To do this, you will need to discuss with your sponsor the specific responsibilities you will be given during each week of the term. Be sure to let your sponsor know what hopes/goals you have for this internship. Based on your discussion with your sponsor, complete the following.

Goals or Projects

Set four specific goals or projects that you plan to accomplish during your internship (e.g., write ten press releases).

1.

2.

3.

4.

Set four specific skills that you can improve upon or learn through your internship (e.g., use of IBM pc).

1.

2.

3.

4.