# Journalism 597
## Internship Contract

### Student Information
Name: ___________________________ ID#: ___________________________
Email: ___________________________ Phone: ___________________________
Major: □ Ad □ PR □ Broadcast □ Journalism □ Vis Comm □ Mass Comm
Year: □ Sophomore □ Junior □ Senior
Semester: □ Fall □ Spring □ Summer Year ________________

### Internship Information
Intern’s job title: ____________________________________________
Organization: _______________________________________________
Address: ___________________________________________________
City, State Zip: ______________________________________________
Organization’s website: _______________________________________
Supervisor’s name: ___________________________________________
Office phone: ___________________________ Cell phone: ___________________________
Email: ______________________________________________________
Internship start date: ___________________________ Internship finish date: ___________________________
Intern’s salary: ___________________________ # of hours to work weekly: ___________________________
Total # hours to work over semester: ___________________________ (minimum of 140 hours)

**Intern work schedule:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Hours</td>
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Other: _______________________________________________________

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JOUR 597 course requirements for students:

- Work at least 140 hours during the semester at the internship organization
- Attend required meetings during the term with other interns and the internship coordinator
- Turn in the following assignments as scheduled in the course syllabus:
  - Weekly journal entries from the internship detailing student’s experiences
  - A written paper based on an interview with the intern supervisor
  - A mid-point progress report to be completed by both the intern and the supervisor
  - A final paper
  - Student and employer final evaluations to be submitted electronically

Necessary employer assistance:

- Provide professional supervision to the student
- Participate in an interview by the student for a class paper
- Complete a mid-point progress report
- Complete a final evaluation, discuss with the intern in a private meeting, and submit electronically
  - Please note: It is very important that final evaluations are completed by the deadline. Late evaluations may cause final course grades to be submitted late, which can affect graduation, scholarships, financial aid, etc.
- Provide student with a designated work space
- Assist student in providing a job description detailing the intern’s expected work responsibilities and demonstrating the internship will consist of professional-level tasks in the student’s field of study
- Assist student in providing proof of a job offer (printed letter or email)

Supervisor: Your signature below indicates you understand and agree with the student’s internship requirements above and will please contact the SJMC internship coordinator with any concerns or questions. Thank you for your assistance.

Signature: ____________________________ Date: ________________

Student: Your signature below indicates that you understand and agree to meet the requirements of the JOUR 597 course. Please contact the SJMC internship coordinator with any concerns or questions.

Signature: ____________________________ Date: ________________

Internship coordinator approval:

☐ Internship approved ☐ Pre-requisite courses completed successfully ☐ Override completed ☐ Email sent

Signature: ____________________________ Date: ________________

Student: Return this completed and signed form to the Student Services Office in SJMC 118 along with a copy of your internship job description, a printed letter or email from your supervisor with proof of a job offer, and a copy of your resume. You will receive an email when your override is approved and can then register for the course.

Questions? Contact Stephanie Martin at stephaniemartin@sc.edu or 803-777-3347.