**JOUR 597: Internship in Mass Communications Supervisor Signature Form**

Thank you for providing our student with an invaluable internship experience. We appreciate your commitment to our student’s professional development and hope to continue our partnership with you in the future. Please read the following information concerning our program requirements and provide your signature at the bottom of the page.

**Student Requirements:**

* 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
* Submit the following course assignments as scheduled in the syllabus:
	+ Weekly journal entries from the internship detailing student’s experiences
	+ Written paper based on an interview with the intern supervisor
	+ Midterm progress report to be completed by both the intern and the supervisor
	+ Final paper
	+ Student and employer final evaluations to be submitted electronically

**Employer Requirements:**

* Provide students with professional experience and supervision, and assign minimal administrative tasks
* Provide student with a designated workspace and any necessary equipment
* **Provide student with necessary hardware (i.e., cameras) and software (i.e., Adobe InDesign, Photoshop) need to complete their internship assignments. Students are not permitted to rent equipment from SJMC Equipment Check out for their internship**
* Participate in an interview by the student for a class paper
* Complete and sign a midterm 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 job description detailing expected work responsibilities and demonstrating the internship consists of professional-level tasks in his or her field of study
* Provide student with proof of a job/internship offer (letter or email)

**Intern’s planned work schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Hours (approx.) |  |  |  |  |  |

**Other hours:**

Please continue to page 2…

**Supervisor:** Your signature below indicates you understand and agree with the student and employer internship program requirements above and will contact the journalism school with any concerns or questions.

