

**SJMC Internship Contact**

**Professor Jacqueline Keisler**

 (JOUR 597 Course Instructor)

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**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 class orientation meeting at the beginning of the semester
* 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 reflection paper
	+ Student and employer final evaluations to be submitted online

**Employer Requirements:**

* Provide students with professional experience and supervision, and assign minimal administrative tasks
* Schedule enough tasks and projects for student to complete a minimum of 140 hours of work during the semester
* Provide student with (1) a job description detailing expected work responsibilities and demonstrating the internship will consist of professional-level communications tasks and (2) proof of an internship offer with relevant dates
* Provide student with a designated workspace and any required equipment (e.g., computers, cameras, etc.) or software (e.g., Adobe InDesign, Photoshop, etc.) needed to complete their internship tasks
	+ NOTE: Students may not check out equipment like cameras from SJMC for their internship work.
	+ EXCEPTION: Students may be asked to provide their own computers if they are completing their internships remotely. However, interns will only have access to Microsoft Office 365 software through the university.
* Participate in an interview by the student for a class paper and sign a midterm progress report
* Complete a final evaluation, discuss with the intern in a private meeting, and submit electronically
	+ Please submit completed evaluations by the deadline. Late evaluations may cause final course grades to be delayed, which can affect graduation, scholarships, financial aid, etc.

**Student’s name: Internship dates: -**

**Intern’s work schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Other |
|  |  |  |  |  |  |

**Supervisor:** Your signature below indicates you understand and agree with the internship program requirements above and will contact the journalism school with any concerns or questions, or if the student’s supervisor changes.

Supervisor’s Signature Date

Print (Supervisor’s) Name