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.

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**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. 