Internship Candidacy Approval Form

The proposed internship is (nature of experience, name of company or agency, and where the company is located):


My qualifications for this internship are:


My resume and transcripts are attached to this document.


has provided evidence that he/she is prepared to begin an internship. The material supplied and the attached resume are satisfactory, and I recommend the student for the proposed internship.

Faculty Advisor ___________________________ Date ________________
Bemidji State University
Authorization Checklist for an Internship
(Mass Communication)

Date of Request ___________________  Will Intern: (circle)  F  S  Summer

Name of Student: ____________________

Home Address: ______________________  Home Phone: _________

City ____________________________ State ________ Zip ______________

University Address: __________________ University Phone: __________

E-mail Address __________________________

Internship Course Number: ____________ Number of Credits: __________

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

No internship may be started until it has been approved by the following:
Signatures must be obtained in the following order:

Records Office ________________________________

         Student’s cumulative GPA_______________

         Major (Mass Comm or Mar Comm) GPA________

Faculty Advisor: _______________________________

Faculty Internship Supervisor: ____________________

Department Chairperson: ________________________
Department of Mass Communication Agreement
Regarding Placement of a Student in an Internship

Faculty Internship Supervisor

I have agreed to the placement of (Student’s Name) ___________________________
at (Agency) ___________________________
as an intern during (Semester) ___________________________, full-time _____, part-time _____, for (Number) ________ credits.

Evaluation for the purpose of assigning the grade of “Satisfactory” or “Unsatisfactory” for these credits will be made in the following manner:
1. Assignments completed by deadlines,
2. Final evaluation from site supervisor,
3. Exit interview with faculty supervisor,
4. Phone contact, written communication, and/or site visits with intern and site supervisor as needed, and
5. Submission of journal.

I have discussed the grading procedures with this student. The internship will be graded “Satisfactory” or “Unsatisfactory.”

_________________________________________  ___________________________
Faculty Signature                              Date

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Student Intern

I agree to work as an intern at (Agency) ___________________________
during (Semester) ___________________________ from (Beginning Date) ________________
to (End Date) ___________________________ for (Number) __________ hours per week.

I have been informed of the duties, responsibilities, and nature of the work I will be doing as an intern. I understand that this is a paid ________, unpaid ________ internship position.

I have arranged with my faculty advisor to receive ________ credits for this internship.

Evaluation for the purpose of assigning a “Satisfactory” or “Unsatisfactory” grade will be carried out by (Faculty Internship Supervisor) ___________________________
and I understand I will be graded on the basis of the five expectations listed above.

_________________________________________  ___________________________
Intern Signature                              Date
Bemidji State University Employer Agreement
Regarding Placement of a Student in an Internship
(To be completed by Agency Supervisor)

Agency:_________________________ Agency Supervisor:_________________________

Title:________________________________________

Address:________________________________________

Street________________________________________ City__________ Zip__________

Agency Phone Number:_________________________ Fax Number:_________________________

E-mail Address________________________________________

Student’s Name:________________________________________

Address during Internship:________________________________________

________________________________________ Residence Phone Number:_________________________

E-mail Address________________________________________

Nature of Student’s Internship Duties (be specific):________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Time:___________________ Dates: from:__________ to:__________

Hours__________ Days/week

This is a: Paid _____ Unpaid _____ internship.
If paid, state the amount and nature of payment:________________________________________

Nature of supervision (be specific):________________________________________

________________________________________

________________________________________

________________________________________
(Agency Name) ________________________________ agrees to accept (Student's Name) ________________________________ as an intern with the duties and supervision indicated. During this internship, insurance coverage for injury and/or death is provided ______ not provided ______ by this agency.

_____________________________  ______________________
Authorized Signature          Date

Comments:
Internship Assignments

The assignments are to be typed and double-spaced. Type the question and then the answer. Be sure to use proper form and adhere to all normal rules of grammar.

Assignment 1

The intent of this assignment is to encourage you to think about specific aspects of your internship as you initiate your duties. In answering these questions, think about ways in which your experience will help you to apply communication theories in the context in which your work occurs.

1. Describe your initial contact with the agency—the interview and any materials you submitted to them.

2. Describe your job responsibilities in the internship and any concrete products you are to develop.

3. Describe the reporting relationship you will have with agency representatives at the site.

4. Develop an organizational chart for the agency and the department in which you work, and indicate where you fit into the system.

5. Describe the goals and objectives of the agency and the department for which you work.

6. Indicate the plans you have for accomplishing the tasks associated with your internship. Include a timetable for this purpose.

Assignment 2 (1st half of journal is also due on this date) Due Date: ____________

The intent of this assignment is to provide a feedback device partway through the internship. In answering the questions, once again, consider how communication theories relate to the internship tasks you have been performing.

1. Is your agency supervisor providing you adequate direction and feedback?

2. Is your internship activity adequately structured?

3. How have your communication skills fit in with those of agency representatives?

4. What are the job performance expectations in your agency? How do they
compare with the academic expectations you have experienced as a student?

5. How does the formal organizational chart in the agency compare with the informal one? What impact does informal communication have on the organization?

6. Is your internship project staying on course with your original timetable?

7. What factors in the agency seem to contribute to employee job satisfaction and productivity?

**Assignment 3**  
(2\textsuperscript{nd} half of journal is also due on this date) **Due Date:**

The intent of this final assignment is to reflect on the internship and ascertain what you have derived from the experience.

1. In what ways did your knowledge of communication principles help you accomplish the tasks associated with your internship duties?

2. Was the job associated with the internship what you expected it to be? Why or why not?

3. Have any of your assumptions about the working world changed as a result of your internship experience?

4. What did you learn about yourself through this internship?

5. Did you learn any new technical skills as a result of your internship? If so, what were they?

6. Were you to engage in this internship experience again, would you change any arrangements or duties if it were possible?

7. What would you tell other students who are about to undertake such an experience, to maximize their participation in the program?

8. What did you learn through the internship about the relationship between communication theories and practical experience? In what ways do they interrelate, and in what ways do they fail to do so?
Internship Journal

During your internship, you are required to maintain a journal of your activities. This does not have to be a daily journal, but it should have at least three entries a week. You will submit the 1st half of your journal along with your second written assignment and the 2nd half of your journal with your final assignment.

The purpose of this journal is for you to have an opportunity to be candid about your internship experience; that is, you can be candid about how you really feel and how the internship is progressing. As such, you should be sure to make entries regularly; not “catch up” on them once or twice during your internship. The journal gives you an opportunity to evaluate, as well as analyze, both the facility, and your progress and experience within the facility. Also, this will give me candid input that I can use when others may want to deal with this agency. The journal will be kept strictly confidential, and will have no bearing on your grade.

If you are sending your journal by e-mail, be aware that some agencies have capture programs on their servers that enable them to read anything sent through them. In other words, journals e-mailed from the agency where you are doing your internship should not be considered private information.
Agency Internship Evaluation Form

Name of Student: ____________________________________________________________

Date of Evaluation: _______________________________________________________

Title of Internship Position: _____________________________ ____________________

Name of Agency: __________________________________________________________

Address: _________________________________________________________________

Telephone: ______________________________________________________________

Inclusive Dates of Internship Activity: ______________________________________

Hours Worked per Week: ______ Rate of Pay (if applicable): $ ______ per ________

Brief Description of Internship Activity: ______________________________________

________________________________________________________________________

Culminating Products of Internship Activity: _________________________________

________________________________________________________________________

Check the appropriate column for each item listed below:

Student’s Performance:
<table>
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<tr>
<th>Quality of Work</th>
<th>Exc.</th>
<th>Good</th>
<th>Avg.</th>
<th>Poor</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Quantity of Work</td>
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<td>Accuracy/Thoroughness</td>
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<td>Responsibility/Dependability</td>
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Comments: __________________________________________________________________

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### Student’s Attitudes:

<table>
<thead>
<tr>
<th>Category</th>
<th>Exc.</th>
<th>Good</th>
<th>Avg.</th>
<th>Poor</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Toward the Internship</td>
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<td>Toward the Agency</td>
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<td>Relations with Co-Workers</td>
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<td>Reactions to Criticism</td>
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Comments:

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How effective was the internship activity in meeting the needs of your organization?

In what ways do you feel the student gained from the internship experience?

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**Recommended Grade for Intern:**

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<th>Grade</th>
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<tbody>
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<td>A</td>
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<td>B</td>
</tr>
<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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</tbody>
</table>

**Passed** | **Failed** | **Signed**
---|---|---

**Title**

**Department**

**Date**