

COMM 664

Department of Communication, University of Delaware

Internship Contract Requirements & Instructions

PURPOSE: The Department of Communication at the University of Delaware offers opportunities for graduate students to apply concepts learned in the classroom to professional working experience. Internships are an important part of developing careers in the various communication related professions and should provide interns with an opportunity to work with practicing professionals; to gain experience working in their chosen fields; and to create industry contacts.

PROCEDURE:

1. Graduate student should develop a written statement of his/her career objective(s), as well as a statement outlining the kinds of experience, skills, information, and contacts which he/she expects to gain from an internship.
2. Grad Students interested in completing an internship for credit should make an appointment with the Department of Communication's graduate director to review the requirements and expectations of an internship experience. This meeting must take place before any further steps are taken by the grad student.
3. After the graduate student has chosen a given organization and that organization has accepted the student as an intern, an internship contract is completed which specifies the learning expectations of the student and the duties, responsibilities, and assignments required by the organization.
4. Grad students should bring the completed contract to the department graduate director for review and approval. If the contract is satisfactory, it will be reviewed by the department Chair for approval.
5. After the contract is approved, the graduate student will be registered for the appropriate number of credit hours in the COMM 664 internship course by department staff.

INTERN DUTIES:

1. The intern sets up a regular work schedule with the internship site supervisor and is required to work a total of 40 hours for each course credit hour earned.
2. The intern must meet with the department graduate director on an agreed upon schedule to review the intern's progress and to allow the intern an opportunity to discuss any accomplishments or problems experienced at the internship site.
3. The intern must complete weekly journals in which he/she records activities, assignments, and work hours. The journal should also include observations on the organization, interactions with supervisors, co-workers and clients, as well as applications of concept learned in previous course work.
4. The intern must prepare an internship report due at the end of the term for review by COMM's graduate director. The report must include the following:
 - a) A summary of the internship journal
 - b) A portfolio of any materials produced by the intern
 - c) An evaluation of the intern's organization as a site for future internships.
5. The internship site supervisor will provide a written evaluation of the intern's performance, and the graduate director will assign the final grade.

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COMM664 - Internship Contract

Internship to be completed: Fall or Spring (please circle one) year: 20____

SECTION I - STUDENT IDENTIFICATION

Name _____ Student ID #: _____

Email address _____ Campus address _____

Permanent address _____

Cell phone # _____ other phone #: _____

SECTION II - INTERNSHIP INFORMATION

Supervisor's Name _____ Supervisor's Title _____

Supervisor's email address _____ Company Telephone # _____

Company Name _____ Company Address: _____

Number of credits: _____ *Students must work 40 hours to earn 1 credit; 80 hours to earn 2 credits; or, 120 hours to earn 3 credits.*

SECTION III – GOALS & OBJECTIVES

On a separate page, or on the other side of this contract, the intern and their internship site supervisor should provide the following:

1. Intern's position title, dates of internship, and total hours to be worked over entire internship
2. A brief description of intern's responsibilities
3. A Description of the primary goals and objectives to be accomplished during this field experience

SECTION IV – RIGHTS & RESPONSIBILITIES

1. By completing and signing the internship contract, the site supervisor and all employees of the participating organization agree to adhere to the Sexual Harassment Policy of the University of Delaware which can be found on the following URL: <http://www.udel.edu/ExecVP/policies/personnel/4-29.html>.
2. The graduate director reserves the right to make unannounced on-site visits to any company or organization where a student is an intern to ensure that students are indeed working on projects which will be challenging and educational.

SECTION V - APPROVAL SIGNATURES

Student Intern: _____ Date _____

Internship Site Supervisor: _____ Date _____

COMM Grad Director: _____ Date _____

Department Chair _____ Date _____

Added to course by: _____ Date: _____