

Company Information

Company Name _____

Company Address

Website Address: _____

Supervisor Information

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Internship Description

Start Date: _____

End Date: _____

Supervisor Letter:

- Your internship supervisor must submit a letter on company stationary detailing the following:
 1. that you have been accepted as an intern
 2. intern's duties, responsibilities, and projects,
 3. intern's work schedule and total hours to be completed,
 4. consent to complete an evaluation of the intern's performance.

Internship Goals:

- Complete the *Internship Goals Sheet*.
- You and your internship supervisor must sign this sheet.

Internship Requirements

Journal

- Each intern is required to keep a reflective journal detailing your experiences of the previous week.
- Individual departments will require specific information on your weekly submissions.
- This journal is confidential. However, information related to the safety of the intern will be shared with your department chair.
- This journal must be submitted electronically or via fax, (414) 288-3923, each Friday by 4:00 p.m. or Monday by 9 a.m. the following week.

Paper

- You will have to complete an introspective paper on your internship experience.
- Guidelines will be included in the course syllabus.
- The paper will be due Friday, May 9, 2008.

Exit Evaluation

- Interns are encouraged to have an exit interview with their supervisor.

Student Signature

By signing this application I acknowledge that I have supplied accurate information and have read the internship guidelines. Furthermore, I understand that all internships for academic credit are pre-arranged and approved by the department and internship coordinator. I also understand that if this enrollment results in a course overload (over 19 credits) or is a summer internship, I will be billed additional or separate fees in accordance with the tuition rates in effect at the time of enrollment. I will abide by the codes of professional conduct and ethics as established by the College of Communication. I agree to complete all course requirements.

Student Signature _____

Date _____

This application, letter from supervisor, and Internship Goals Sheet signed by your supervisor must be submitted to the internship coordinator for consideration for approval. Since all internship experiences are pre-arranged, this must be done prior to the start of the semester in which you wish to receive credit for the internship.

Students will be notified in writing of approval or disapproval of the internship. If approved, your letter will detail information on consent to TVR for the course.