DEPARTMENT OF COMMUNICATION & JOURNALISM

Communication and Journalism Department Internship Agreement Form

The employer is under no obligation to offer full-time employment to the student after the internship. Likewise, the student is under no obligation to the employer after the internship.

Please complete and submit this form to CJ Program Coordinator, Nicole Lovato (ngarci12@unm.edu).

Semester/Year of Internship

Student Name

UNM Banner ID

UNM Email

-

Start Date of Internship

End Date of Internship

Company Name

Supervisor Name

Email

Number

Will the Internship be Paid   Yes ☐   No ☐   If Yes, how much? $_____/hour

Credit Hours are earned based off the hours worked during the Internship. How many credit hours will be earned during this Internship?   _____

(1 credit= 45 hours worked, 2 credits= 90 hours worked, 3 credits= 135)

Typical Weekly Work Schedule _____

Supervisor to fill in below

It is the responsibility of the employer to provide direct, on-the-job supervision of the student intern which includes the following:

1. Orienting the student intern to the company's structure and operations.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours, and applicable policies.
3. Introducing the student intern to the appropriate staff.

4. Providing the student intern with adequate resources necessary to accomplish training objectives.
5. Affording the student intern the opportunity to identify with the supervisor and other employees as a professional by jointly participating in office activities (i.e., meetings, conferences, projects and other functions.
6. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company AND consistent with the student's educational objectives.
7. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
8. Providing regularly scheduled supervisory conferences with the student intern.
9. Submitting an online evaluation of the student intern's job performance.
10. Submitting a detailed job description for the student intern by _____ (date).

Please detail the Interns scope of duties with learning objectives _____

_____

_____

☐ **I understand the student will receive college credit for the Internship provided by The Department of Communication and Journalism**

_____   _____

Supervisor Signature   **Date**

Student to sign below

As the student intern enters the company he/she is expected to abide by all workplace policies, procedures and customs. Responsibilities include:

1. Adhering to scheduled work hours.
2. Adhering to policies governing confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with company employees and clients.
5. Utilizing a courteous, enthusiastic, open-minded, critical-thinking approach.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing self-awareness of attitudes, values, behaviors, and so forth that influence work.
8. Maximize opportunities for learning afforded in the company.

9. Being communicative and proactive in combination with the workplace supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports and with the final requirements necessary for course credit.

_____   _____

Student Signature   **Date**

CJ Department to sign below

Department Coordinator & Faculty Sponsor: The C&J Dept. coordinator and faculty sponsor represent the school in enabling course credit to the student intern. The faculty sponsor is available to the student intern in an advisory capacity toward achieving the objectives of the internship. The role of staff and faculty involve:

1. To help orient the company supervisor to the objectives of the internship program.
2. Assuring eligibility of the student intern to qualify for course credit.
3. To assure this agreement is signed by all parties and to distribute the final copy.
4. Consulting with the company supervisor and/or student intern at any time regarding the student intern's performance.
5. To assure the internship resulted in a credit-worthy learning experience and to award that credit at the end of the term.
6. Responsibility for the removal of an intern from the program if deemed necessary by either party.

_____   _____-

CJ Coordinator Signature   **Date**