



**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, Hazel Mendoza Jayme (hazeltm@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.

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**Student Signature**

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**Date**

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*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.

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**CJ Coordinator Signature**

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**Date**