**Internship Agreement Form
COMM4900 Internship in Communication Studies**

Students must return this form, completely filled out, to Dr. DeAnne Priddis via email at dee.priddis@mtsu.edu or, return this sheet to the box on her door, 203 Jones Hall. She will arrange for a POD to be issued to allow you to register.

**Information about the Student:**

Name: M#

E-mail address: Phone:

Overall GPA (must be 3 2.5 at time of form submission): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Junior or Senior? Y N

**Information about the Internship:**

Internship Job Title

Course number: COMM4900 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate hours to be worked per week on the project/internship:

Is this a paid internship? Yes No Hourly Rate: Other (specify)

**Internship Responsibilities**

**Information about the Internship Supervisor:**

Name: Title:
Name of organization: Address of organization:

Phone: E-mail:

**Internship Experience: Employer**Your signature states that you have read and agree with ALL points below.

* We understand that we should assign meaningful tasks and duties that help further the organization's mission.
* We understand an internship should offer the student a planned program over the course of the work term, with learning objectives clearly defined. Interns should feel challenged and be able to reference their academic training during the performance of their job. The work environment should provide initiative and encouragement. The student should be treated as a regular employee and given the autonomy to work on projects, and to report back to the project supervisor. Interns should be encouraged to provide input and recommendations.
* We understand most students have limited work experience; therefore adequate training will ensure that interns develop the necessary skills and knowledge to fulfill the expectations of their role.
* We will provide feedback to the Intern to help them to understand expectations in a professional setting. Schedule regular meetings between the intern and his/her supervisor to allow open discussion of expectations, upcoming projects and progress the intern is making. *A final evaluation will be required on the intern for the Communication Studies department, if the internship is being done for course credit.*
* The internship includes 120 hours of work for the student, along with completing mandatory assignments to earn three college credits. Additionally, student are required to pay for the COMM4900 course, according to the current tuition rates stated at <https://mba.mtsu.edu/admission/tuition-financial-aid/>. All internship hours must be completed during the semester the credits are earned.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Internship Experience: Intern**Your signature states that you have read and agree with ALL points below.

* The internship includes 120 hours of work for the student, along with completing mandatory assignments to earn three college credits. Additionally, student are required to pay for the COMM4900 course, according to the current tuition rates stated at <https://mba.mtsu.edu/admission/tuition-financial-aid/>. All internship hours must be completed during the semester the credits are earned.
* This internship is a professional experience for you. You should present yourself professionally throughout the internship and follow the employer’s policies.
* All material provided to the Intern during the term of this agreement must be kept confidential unless disclosure is allowed by the employer or if required by law.
* It is required that when this agreement terminates that the intern return any and all of the employer’s materials, products, or any other item at their earliest convenience.

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

*If either the Supervisor or Student have questions or concerns before, during, or after the internship, please reach out to Dee Priddis at* *Dee.priddis@mtsu.edu**.*