



Fairfield
UNIVERSITY

Department of Communication

Internship Agreement Form

Communication and Public Relations majors must provide all information requested, including the on-site supervisor's signature before registering for internship credit. You may not register for credit until this form is completed and signed by the Internship Coordinator.

Site Supervisors: Please note that this form does not indicate credits will be awarded for an internship experience unless signed by the faculty supervisor.

Internship Coordinator:

com-intern@fairfield.edu

www.fairfield.edu/communicate

Your name:

Graduation Year:

Overall GPA:

Local Phone No:

Permanent Address:

Email:

Student ID No.:

Internship Details

Internship Site/Organization Name:

Full Address:

Supervisor Name:

Title:

Phone No.:

Email:

Dates of Internship:

Proposed Work Schedule:

Hours Per Week:

Credits:

Specific Responsibilities:

Student Signature:

Date:

Faculty Signature:

Date:



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The student agrees to:

- Provide updates to the department internship coordinator via email (summer) or through scheduled intern meetings (semester).
- Submit to the department internship coordinator all the required written assignments.
- Work an average of ____ hours per week (120 hours minimum per semester, 150 Hours maximum per semester).
- Act in a responsible, dependable, and professional manner at all times.
- Contact the on-site intern supervisor in case of any absence.

Student Signature:

Date:

The on-site supervisor agrees to:

- Supervise and evaluate the student's work and progress, and assure a learning environment.
- Not have student interns work more than 15 hours per week and/or 150 hours per semester.
- Submit online evaluation forms to the supervising professor, which summarizes at mid-semester and semester's end the student's work, attitude, responsibility, dependability, attendance and progress. These will be emailed twice throughout the semester.
- Contact the department internship coordinator if significant problems should arise in the internship.

Supervisor Signature:

Date:

Student
Agreement

On-site
Internship
Supervisor
Agreement

2