

GRADUATE INTERNSHIP AGREEMENT

(COMM 795/recommended for second-year students; a minimum 3.0 GPA is required for all graduate internships)

DEPARTMENT OF
COMMUNICATION

(843) 953-7017

FAX (843) 953-7037

www.cofc.edu/communication

About the intern

Name:

Address:

Email:

Phone:

Internship/Graduate Advisor:

About the organization

Organization Name:

Organization Address:

Field supervisor:

Title:

Email:

Phone:

About the internship

Start Date:

Number of credits earned:

Course:

End Date:

Hours of work per week:

Term:

Work schedule:

Check the days that apply and list the hours worked in the space provided below:

☐ Monday:

☐ Other:

☐ Tuesday:

☐ Wednesday:

☐ Thursday:

☐ Friday:

Nature of work to be performed by the intern:

Academic assignments associated with internship include:

- ☐ Internship Portfolio: presents a demonstration of the work completed during the internship experience; the portfolio should be professional in appearance and include an introductory letter, a table of contents, an organized example of work accomplished, and a professional, updated resume for the intern. Electronic portfolios are acceptable if permitted by the Internship/Graduate Advisor.
- ☐ Internship Reflection Paper: the reflection paper includes a 12 - 15 page paper that summarizes the work experience (responsibilities), applies classroom concepts/theories to work experiences and observations, and highlights the knowledge gained during the internship as well as suggestions for improvement of the internship experience.
- ☐ 120 Hours of Work: internship hours must be the total supervised time working for the internship organization and should be kept by both the intern and the field supervisor.
- ☐ Performance Review Meetings: the intern is responsible to schedule and attend three performance review meetings throughout the semester with both the field supervisor and the graduate advisor (not necessarily together) as a way to receive and use performance feedback for professional growth; a one-page summary must be written following each review that includes the feedback received, reflection on the feedback, and a plan for continued growth/improvement.

Signatures

Please sign and date below as an indication of your agreement to the terms outlined above.

Intern/Graduate Student

Date

Field Supervisor

Date

Internship Director/Graduate Advisor

Date

* Signed copies of this agreement are to be maintained by all three parties.

** Please note that some faculty may require a different (or additional) form be submitted. See graduate advisor for details.