

Internship Contract for Communication 461

Name:	Year Admitted into COM:
Bronco #:	COM Option:
Email/Phone:	Academic Units Completed:

Complete this form and submit it to the Communication Department **BEFORE** you begin your internship. Failure to follow the procedures will result in denial of internship credit. You may complete two different internships to accumulate the required 200 hours of job-related work; however, you must submit an internship contract form for each one. Refer to the *Internship Guidelines & Procedures Manual* for additional information.

Complete **Step1** and your **Contract Declaration**. After you have completed both, call Lyn Hughes (909) 869-3522. Lyn will make an appointment with you and Dr. Kallan, the internship coordinator. If he approves your contract, you may begin the internship.

STEP 1

A. Name and address of sponsoring organization:

B. Name, phone number, email, and job title of the immediate supervisor under whom you will work:

C. Briefly describe the educational background and work experience of this immediate supervisor, including (1) the academic degree/s he/she possesses and in what disciplines (majors), and (2) where he/she has most recently worked and in what capacities (job titles).

D. Your internship duties:

F. Your learning objectives (what you hope to learn from your internship):

Form continues on reverse side.

CONTRACT DECLARATION:

I WILL BEGIN MY INTERNSHIP IN _____ QUARTER OF _____, ENROLLING IN COM 461, AND I EXPECT TO COMPLETE THE INTERNSHIP BY THE END OF _____ QUARTER OF _____. I HAVE DISCUSSED MY PROPOSED INTERNSHIP WITH THE INTERNSHIP COORDINATOR, AND I HAVE RECEIVED HIS APPROVAL.

STUDENT'S SIGNATURE _____ DATE _____

DR. KALLAN'S SIGNATURE _____ DATE _____

LYN HUGHES'S SIGNATURE _____ DATE _____

STEP 2: Once you have started the internship, obtain a letter from the internship sponsor outlining your duties and responsibilities. The duties outlined must be compatible with your learning objectives. The letter should be written on the organization's letterhead and include your supervisor's name and telephone number. The Communication Department must receive the letter within two weeks of your start date. You can hand-carry it to the department office, or your sponsor may e-mail, fax, or postal mail it directly to the Communication Department.

STEP 3: Upon completing your internship, you should ensure that your internship sponsor completes the supervisor's evaluation form, which includes verification that you have completed 200 hours of internship work. This evaluation should be mailed (3801 W. Temple Blvd, Pomona, CA 91768) or faxed (909/869-4823) to the Department of Communication.

STEP 4: Submit a written report (12-15 pages) of your internship—as specified in the *Internship Guidelines and Procedures Manual*—to the Communication Department no later than by end of the ninth week of the quarter during which you completed your work. (If you completed more than one internship to accumulate your 200 hours of work time, see Dr. Kallan for special instructions on your report format.) At the same time you submit your report, you will be asked to rate your performance, using a questionnaire similar to the one scored by your supervisor. **Late submission of your report or student self-assessment will jeopardize your graduation.**