## Internship Guidelines for Employers Communication Studies Department, Edgewood College

**Thank you for your support of the Edgewood College Communication Studies Internship Program!** As an internship supervisor, you are primarily responsible for providing at least 100 hours of workplace experience that will help prepare your student intern for her or his professional future. Therefore, we ask that you complete this form *with* the intern so that job duties and expectations are clear to both of you. We will also ask you to complete a performance evaluation form for the student at the end of the internship; please provide your contact information in the spaces below so that we may send you the form.

If you have any questions about this form or our program, please contact the internship coordinator, Professor Bonnie Sierlecki, (608) 663-4303 or <u>bsierlecki@edgewood.edu</u>. You can give this completed form to the intern to hand in, or you can return it directly to Professor Bonnie Sierlecki, Communication Studies Department, Edgewood College, 1000 Edgewood College Drive, Madison, WI 53711.

Note: On the back of this sheet, for your information, you will find a list of requirements our students must complete to receive school credit for their internships. You may want to keep a copy of this form for your records.

Intern's Name:			
Organization Name:			
Supervisor's Name:			
Supervisor's e-mail address: _			
Dates of Internship and hours t	o be worked:		
Description of Job Duties:			
Supervisor's Signature	Date		Date
COMMS	430: Interi	nship Requirements	

- 1. \_\_\_\_\_ Complete at least 100 hours of work at your internship; if you complete 200 or more hours of work, you may receive 4 credits.
- Attend an Edgewood College Career Services workshop; you can find information and a schedule of upcoming workshops on the Career Services website at <u>http://my.edgewood.edu/sites/services/src/careers/default.aspx</u>. Note the title of workshop and date attended below:

Title:	 	 	

Date attended: \_\_\_\_\_

- 3. \_\_\_\_\_ Signed Internship Overview Form (to keep on file)
- 4. \_\_\_\_\_ Completed Internship Guidelines for Employers form, signed by both student and employer (due within 1 week of starting internship)
- 5. \_\_\_\_\_ 1-page paper describing your expectations for the internship (due within 1 week of starting internship)
- 6. \_\_\_\_\_ Weekly journal describing your experiences (due at end of internship)
- 7. \_\_\_\_\_ 2-page midpoint progress report (due at midpoint of internship)
- 8. \_\_\_\_\_ 2-page summary report (due at end of internship)
- 9. \_\_\_\_\_ Portfolio of examples of work completed at internship, if available (may be in electronic form on CD; due at end of internship)
- 10. \_\_\_\_\_ Employer evaluation form (distributed by Bonnie Sierlecki; due at end of internship)

**NOTE**: All materials must be turned in by the end of finals week in the term during which the internship is completed.