



# INTERNSHIP AGREEMENT

## DEPARTMENT OF JOURNALISM

Revised January 2008

Company/Student: \_\_\_\_\_

Address: \_\_\_\_\_

Internship Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Paid: \_\_\_\_\_ Unpaid: \_\_\_\_\_ \*Internship must be a minimum of 150 hours

### **Intern Site Supervisor agrees to:**

- Assign intern challenging work that requires student to demonstrate entry-level knowledge, skills and values;
- Supervise all activities;
- Reimburse the intern for out-of-pocket expenses related to the internship (i.e., travel to assignments, required supplies, etc.) not including travel to and from work
- Confer with Unit's field experience director at regular intervals informally and complete evaluations of the intern's performance.

### **Internship Schedule:**

Estimated Start Date: \_\_\_\_\_

Estimated Stop Date: \_\_\_\_\_

### **Agreed:**

Intern Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Experience Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_