

# Site Internship Offer

## 2018 IUP Communications Media Internship Program

---

**Name of Intern (Please Print Neatly)**

---

**Today's Date**

**Confirmation of Internship Offer (Required):**

We confirm that we are offering the IUP student, identified above, a 320 to 360 hour internship with our organization during the Summer of 2018.

---

**Signature of Authorized Internship Site Representative (Please sign and print on same line)**

**Internship Start Date (Required):**

IUP COMM interns must work between 320 and 360 hours on site. They may work up to 40 hours off site on project work related to COMM 493. They must therefore work a minimum of eight weeks at 40 hours a week. Please circle the day on which they will start the internship.

---

May not be before May 14, 2018 or after June 15, 2018.

**Internship End Date (Required):**

Please circle the anticipated day on which they will finish the internship keeping in mind that the intern must work a minimum of 320 hours on site to meet course requirements.

---

May not be before July 9, 2018 or after August 10, 2018.

NOTE: This date may be changed and/or extended during the internship with consent of the site, the intern, and the faculty supervisor.

**Intern Responsibilities Unique to the Internship Site (Optional):**

Please provide a brief description of the internship responsibilities below. You may put the description or list on another page if you need more room. You may alternatively attach a separate document that describes the internship experience being offered to the student.

Please see attached.

**General Intern Responsibilities:**

By signing above, the authorized site representative confirms that the site agrees to permit and, to the best of its abilities, enable the aforementioned student to do the following during the internship.

- Gain experience in a professional work setting consistent with the student's career goals;
- Develop an understanding of the work environment and use this understanding to refine career goals;
- Develop skills, knowledge and experience in areas specific to the internship setting;
- Participate in projects and compile materials suitable for inclusion in a final project and professional portfolio demonstrating the ;
- Prepare a culminating final internship project that includes an analysis of the internship experience;
- Develop professional contacts; and
- Refine interpersonal skills.

**Internship Responsibility Acknowledgement:**

By signing above, the authorized site representative confirms that the organization will do the following.

- Provide the intern with a direct supervisor who is experienced in the field in which the intern is seeking a career;
- Provide the intern with a detailed internship job description for the position prior to the start of the internship;
- Provide the intern with an experience that will further learning and knowledge in the intern's chosen field;
- Help the intern to achieve outlined educational goals and objectives listed above;
- Complete a mid-term and final performance evaluation on the intern and submit these evaluations to the intern's faculty supervisor in a timely manner; and
- Meet with the intern's faculty supervisor during an on-site visitation, scheduled at mutual convenience.

---

Authorized Site Representative Initials