

Internship Site Offer Form

2019 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 (undergraduate) or 200 to 240 hour (graduate) internship with our organization during the Summer of 2019.

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 (Undergraduate) or 200 to 240 hours (graduate) on site. They may work up to 40 hours off site on project work related to COMM 493 (undergraduate) or COMM 793 (graduate). Please state the date on which they will start the internship.

May not be before May 13, 2019 or after June 14, 2019.

Internship End Date (Required):

Please state anticipated date on which the intern will finish the internship, keeping in mind that the intern must work a minimum of 320 hours (undergraduate) or 200 hours (graduate) on site to meet minimum course requirements.

May not be before July 8, 2019 or after August 9, 2019.

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

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. Other responsibilities may be assigned by the site but must be delineated on the students' internship application to IUP's Communications Media Department prior to the start of the internship and approved by the department internship coordinator.

- 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;
- Write a summary of the internship experience;
- Develop professional contacts;
- Refine interpersonal skills; and
- Compile materials suitable for inclusion in a final project and professional portfolio demonstrating the intern has met the objectives listed above.

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.