

Internship Application Form

(To be completed by the student applying for an internship)

Date of Request: _____

Will Intern: (check one) Fall _____ Spring _____ Summer _____

Name of Student: _____

Student ID# _____

BSU Email Address _____

Address:

City	State	Zip
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Phone: _____

Internship Course Number: _____ Number of Credits: _____

Student's Cumulative GPA _____

Student's Major GPA (Mass Communication or Marketing Communication) _____

The proposed internship is (nature of experience, name of company or organization, and where the company is located):

My qualifications for this internship are:

The skills and/or content you will produce for your portfolio during this internship is:

Evaluation for the purpose of assigning the grade of “Satisfactory” or “Unsatisfactory” for these credits will be made in the following manner:

1. Assignments completed by deadlines,
2. Final evaluation from site supervisor,
3. Exit interview with faculty supervisor,
4. Phone contact, written communication, and/or site visits with intern and site supervisor as needed, and
5. Submission of journal.

I agree to work as an intern at (Organization)_____ during
(Semester)_____ from (Beginning Date)_____
to (End Date)_____ for (Number)_____ hours per week.

I have been informed of the duties, responsibilities, and nature of the work I will be doing as an intern. I understand that this is a paid _____, unpaid _____ internship position.

I have arranged with my faculty advisor to receive _____ credits for this internship.

Evaluation for the purpose of assigning a “Satisfactory” or “Unsatisfactory” grade will be

carried out by (Department Chairperson) _____

and I understand I will be graded on the basis of the five expectations listed above.

I have read the Integrated Media Department’s Internship Guidelines.

Along with this internship application, I have include the following items:

_____ Internship Agreement (this is the form filled out by internship supervisor)

_____ Resume

_____ Transcript (this may be an unofficial transcript)

Intern Signature

Date

Students need to obtain the following signatures before starting an internship:

Signatures must be obtained in the following order:

Faculty Advisor

Date

Department Chairperson

Date