



University of Missouri
Missouri School of Journalism

Return completed form either way to:
URSKA LENART
lenartu@missouri.edu
FAX: (573) 884 1841
76 Gannett, Columbia MO 65211

**INTERNSHIP FOR CREDIT CONTRACT
JOURN 4940**

***All fields on the form are required to be filled out.**

Degree: Undeclared Journalism BJ

Interest Area: Conv Mag Print & Digital News Photoj Radio-TV Strat Comm

Graduation date: (mm/yy) _____

Student Name _____ Student No. _____

Employing Company Name _____ Phone No. _____

Company's Mailing Address _____

Supervisor's Name and Title _____

Date Internship begins (mm/dd/yy) _____ ends (mm/dd/yy) _____

Student will work:

The university will bill the student for the appropriate number of hours.

- 130 + hours and will be eligible for one (1) hour credit.
- 260 + hours and will be eligible for two (2) hours credit.
- 390 + hours and will be eligible for three (3) hours credit.

Duties of the Intern:

Employer Information

Employer agrees that it will comply with applicable state and federal laws and regulations in its interactions with interns covered by this Agreement. If the internship is unpaid, Employer agrees that the internship will be conducted in a manner consistent with the guidance stated in Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act issued by the U.S. Department of Labor, Wage and Hour Division (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

Student Responsibilities

As the student, I understand that I will need to:

- Follow the company's policies and procedures
- Recognize at all times that I am a Mizzou ambassador and conduct myself according to the Missouri School of Journalism professional competencies
- Check my email regularly and respond to instructor emails within 24 hours during weekdays
- Complete all assignments as described in the course syllabus
- By signing this form, I am verifying that the information I submitted is correct. Any falsification on this application will result in a "U" grade for the course.

Important International Student Information

If you are an International student, you must consult with the International Center in N52 Memorial Union to submit a CPT request prior to the beginning of the internship: <http://international.missouri.edu/forms/hiring-employment.php>. You must also note that you cannot be enrolled in only one online course as an International student unless it is during the summer semester that is not the semester directly before you plan to graduate. For questions about what this means, consult the International Center.

The below signed agree that the terms and conditions set forth in the attached form, J4940/J7940: INTERNSHIP, constitute a contract between the parties.

Student's Signature & Date

Employer's Signature & Date

Student's Address during internship

Mizzou Online Instructor's Signature & Date

Student's Phone during work hours

MU Internship Coordinator's Signature & Date

This form must be on file in the Journalism Advising Center two (2) days prior to the beginning of the internship. Approved forms will be forwarded to the student and the intern supervisor indicated above.