



Internship Host Organization Letter and Agreement

Dear Internship Host Site:

Thank you for considering one of our students for an internship at your organization. Below you will find the roles and responsibilities of the Student Intern, Faculty Coordinator, and the host organization's On-Site Supervisor. Please read this document before completing and signing the internship contract at the end.

The Department of Mass Communication believes that a successful internship experience is dependent upon the cooperation of all parties involved: the student, the faculty coordinator, and the host organization. There must exist the common understanding and agreement as to the purpose of the internship as well as to the separate roles and responsibilities of each party. *The student must gain valuable knowledge in their chosen mass communication discipline that they can use in their future professional career. The student should not be solely used as a "gopher" or to carry out menial tasks; however, it is recognized that some of this type of work may be necessary.*

Critical elements to a successful internship experience are:

1. Establish objectives for each experience, i.e., identification of ways for achieving the integration of academic knowledge and practical application.
2. Establish a means for monitoring and evaluating the progress of the Student Intern, which may include on-site visits by the Faculty Coordinator.
3. Clearly define and agree upon the roles and responsibilities of all parties involved.

Responsibilities of the Host Organization and On-Site Supervisor

1. Provide a detailed job description to the Student Intern.
2. Identify any special preparation required of the Student Intern prior to start of internship.
3. Identify the On-Site Supervisor and include contact information.
4. Orient Student Intern to:
 - a. Job expectations (general and detailed)
 - b. Relevant policies and procedures of the organization
 - c. On-going monitoring and evaluation of student
 - d. Establishing a work schedule
5. Sign Student Intern's weekly timesheet
6. Provide necessary support for student, e.g. work space, equipment, supplies, etc.
7. Work with the Faculty Coordinator as needed
8. Provide regular feedback to student regarding progress and performance.
9. Submit a final evaluation of the Student Intern's performance to the Faculty Coordinator.



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INTERNSHIP HOST SITE AGREEMENT

(Completed by the On-Site Supervisor)

Name of Student Intern:		FSU ID #:	
Company Name:			
Company Address/State/Zip:			
On-Site Supervisor – Name:			
On-Site Supervisor – Email:			
On-Site Supervisor – Phone:	<i>Work</i>		<i>Cell</i>
Proposed internship Semester:	Spring 20__	Summer 20__	Fall 20__ Winter 20__
Total credits for internship:	3 <input type="checkbox"/>	6 <input type="checkbox"/>	9 <input type="checkbox"/> 12 <input type="checkbox"/> 15 <input type="checkbox"/> <i>(only available in summer)</i>
Proposed work hours per week:			

Duties and activities to be undertaken by the Student Intern

(Please be specific and brief. Must be professionally based to prepare student for future employment.)

1.	
2.	
3.	
4.	
5.	

(On-Site Supervisor – Fax or mail a printed copy with original signature – see information below.)

The undersigned have read the responsibilities listed herein and agree to the conditions set forth in this contract for the internship/practicum and all parties will uphold this agreement within FSU and designated company employment policies.

Student Intern: _____

Date: _____

On-Site Supervisor: _____

Date: _____

Faculty Coordinator: _____

Date: _____