



COM 491/492 Internship Supervisor Information Sheet

Dear Professional,

Thank you for providing valuable opportunities to our students! Please also remember that students are paying for the privilege of gaining professional experience; thus we take seriously our obligation to supervise the progress of students and to ensure that their internship is a professional extension of their campus experience. Also, the department requires that the company providing and internship fill-out forms describing the internship and its responsibilities. Please take a moment to review the listed practices and procedures for internships.

Sincerely,

Chris Gallant

Internship Coordinator

Digital Media and Communication

Academic Credit - Interns earn three hours of academic credit for a minimum of 120 hours of internship time. This is approximately 8.5 hours per week in a 14-week semester. In the summer, the professional supervisor and student are responsible for scheduling hours for the workweek.

CREDIT TO HOURS WORKED RATIO

1 CREDIT = 40 hours worked • 3 CREDITS = 120 hours worked

Work hours - The student arranges hours of internship with the organization's professional supervisor. This arrangement should be incorporated in the internship contract.

Internship contract - Together the student and the professional supervisor complete the internship contract form that outlines the internship's duties and expectations. The form is signed by both of them and given to the internship coordinator for their signature. The student and the professional supervisor should arrange for formal reviews at the completion of 60 hours and 120 hours.

Bi-weekly report. The student completes work reports each two weeks (approximately every 17 worked hours in summer), signed by the professional supervisor, and submitted to the academic supervisor at bi-weekly meetings, for documentation and monitoring of the internship. (There is a grade penalty for waiting to turn in all paperwork until the end of the internship.) Both supervisors should have periodic contact to assure a successful internship, especially if there are problems.

Midterm report. Approximately 60 hours through the internship, the professional supervisor should meet with the intern for a formal progress review. A report of this meeting is sent to the internship coordinator.

Final report. After the student has completed approximately 120 hours of the internship, the internship coordinator sends a final evaluation form to the professional supervisor. Students also complete an evaluation form to evaluate the internship.