

COMMUNICATION DEPARTMENT GRADUATE INTERNSHIP
SOUTHERN UTAH UNIVERSITY

All internships *must* be approved *prior* to the internship or *no* credit will be given. Approval *must be* obtained from the appropriate faculty adviser and the graduate director. Follow the steps below:

1. Discuss the internship with an adviser in your area of emphasis. Come prepared with ideas of your own about potential internship locations. The internship should be substantive. Contact the prospective employer about the internship.
2. Fill out the attached Graduate Internship Proposal Form. The Graduate Evaluation and Intern Performance Evaluation forms will be filled out after the internship is complete.

INTERNSHIP PROPOSAL. Discuss the proposal form with your graduate adviser and have him/her approve the internship. If necessary the graduate adviser might consult with approved graduate faculty about your internship. Submit the form to the graduate secretary, who will get the graduate director's signature.

STUDENT EVALUATION. At the completion of your internship, you must return your student evaluation form to the graduate secretary.

INTERN PERFORMANCE EVALUATION. At the completion of your internship, you must have your supervisor fill out and return the Intern Performance Evaluation form to the graduate secretary.

3. The graduate secretary will contact your internship supervisor at the work site at least twice during the internship.
4. After you have completed the internship, give your supervisor the Intern Performance Evaluation form.
5. Submit the completed Student Evaluation form to the graduate secretary along with any required materials from your internship; i.e., report, portfolio, etc.
6. At the registrar's office, sign up and pay for the appropriate number of credit hours for your internship, if not already done. Grades will be given as a P-pass or F-fail. (You must register for the credit hours within one semester of completion of the internship.) The following table gives the formula for establishing credit for your internship.

Credits	Time Invested Per Week	Total Hours Completed Per Semester	Class
1	3 hours minimum	45	COMM 6890-01
2	6 hours minimum	90	COMM 6890-01
3	9 hours minimum	135	COMM 6890-01

ACADEMIC CREDIT IS ISSUED ONLY AFTER ALL FORMS AND AGREEMENTS ARE COMPLETED AND RETURNED TO THE GRADUATE SECRETARY.

****BE AWARE THAT AN INTERNSHIP IS NOT AN AUTOMATIC GRADE****

GRADUATE INTERNSHIP PROPOSAL FORM
SOUTHERN UTAH UNIVERSITY

STUDENT NAME _____ DATE _____

STUDENT T# _____

E-MAIL _____ CELL _____

SEMESTER & YEAR INTERNSHIP PERFORMED _____

SEMESTER INTERNSHIP CREDIT WILL BE TAKEN _____

REFER TO TABLE TO FIGURE PROPOSED CREDIT HOURS _____

Hours Per Week _____ Total Hours _____ Weeks of Internship _____

COMPANY/ORGANIZATION _____

SUPERVISOR _____

OBJECTIVES OF INTERNSHIP (Objectives should be worked out with your committee chair)

Student's Signature Graduate Adviser's Signature Graduate Director's Signature

After signatures are acquired, turn this form into the graduate secretary, CN 213.

Internship Permission Form

Name: _____ **T Number** _____

FALL SPRING SUMMER YEAR _____

CRN	Course ID (ex. COMM 6900)	SEC	CREDITS	INSTRUCTOR SIGNATURE	DEPT CHAIR SIGNATURE

Additional Information Required

Company Name _____

Company Address _____

State, Zip Code _____

Work Supervisor _____

Work Supervisor Telephone _____

Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the practicum/cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the practicum(s), cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

Student's Signature & Date

GRADUATE INTERNSHIP EVALUATION FORM
SOUTHERN UTAH UNIVERSITY

STUDENT NAME _____ DATE _____

ORGANIZATION/COMPANY _____

SUPERVISOR'S NAME _____

1. What was your job title?
2. Describe your specific duties and responsibilities.
3. List your objectives for this internship. How did you accomplish your objectives?
4. Did you learn any organizational or administrative skills? If so, please describe them below.
5. What were the tasks you accomplished and projects you completed?
6. What material have you created and added to your portfolio? (If appropriate)
7. Was this internship a valuable experience for you? If yes, how so? If no, why not?
8. How helpful was your supervisor as a mentor/teacher? Circle one: 1 2 3 4 5
1-Poor, 2-Below Average, 3-Average, 4-Above Average, 5-Excellent
Please explain:

9. Please rank the five most important aspects of this internship experience to you; i.e., skills learned, working with professionals, etc.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

10. How were you reacted to by

Support Staff:

Co-workers?

Supervisor?

11. To what degree did your work require you to use your academic background?

12. What did you learn that you would use in future organizational involvement and career field?

13. What did you learn about your potential career field?

14. How has your classroom experience enhanced your internship experience? Explain the linkage between the classroom and the work experience. (The linkage could be positive, negative or irrelevant.)

15. Would you recommend this internship to other students? Please explain.

16. Additional comments or observations about your internship.

Please retain a copy for yourself, and return this form to the graduate secretary.

GRADUATE INTERNSHIP PERFORMANCE EVALUATION

This form is to be completed by the Internship Supervisor

Southern Utah University

INTERN'S NAME _____ DATE _____

SUPERVISOR

1. List the **total number of hours** the intern worked.
2. Please rate from 1 to 5 each of the following aspects of the interns performance.
(1 being poor, 5 being excellent)

- | | |
|--|---|
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Quantity of Work Accomplished | <input type="checkbox"/> Enthusiasm |
| <input type="checkbox"/> Quality of Work Accomplished | <input type="checkbox"/> Ability to Think/Act Independently |
| <input type="checkbox"/> Willingness to Learn | <input type="checkbox"/> Ability to Get Along With Others |
| <input type="checkbox"/> Skills | |

3. Please rate from 1 to 5 each of the following skills (as applicable) that were used by the intern. (1 being poor, 5 being excellent)

- | | |
|--|--|
| <input type="checkbox"/> Research | <input type="checkbox"/> Workshop Facilitation |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Interdepartmental Relations |
| <input type="checkbox"/> Layouts | <input type="checkbox"/> Administrative/Organizational |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Other (please specify) |

4. Would you utilize this student again as an intern?
5. Please use this space to make any additional comments about this intern you feel are appropriate. Indicate any particular strengths/weaknesses. (Use back of page if necessary.)

Signature of Intern Supervisor _____

Return this form to the intern or mail directly to the Communication Department graduate secretary at the address below. (You may retain a *copy* of this form, if desired.)

Pam Halgren
Office Manager
435-586-7861
435-865-8352 fax
Communication Department
Southern Utah University
351 W University Blvd, CN 213
Cedar City UT 84720