Southern Utah University
Communication Department

INTERNERSHIP GUIDELINES

To qualify for an internship, you MUST have Junior or Senior status and completed and received at least a C- in the specified courses for your emphasis.

You **must** receive prior approval from the appropriate faculty advisor and the Department Chair before beginning the internship.
Otherwise, NO CREDIT WILL BE GIVEN.

Follow the steps below to set up your Internship:

1. Meet with the faculty advisor about your qualifications. Come with your own ideas about locations.

2. Contact the prospective employer and discuss the possibilities of your interning within their organization.

3. Get an internship packet from the department secretary or the faculty advisor. This packet contains all the forms necessary to complete the paperwork portion of your internship. Follow the directions on the cover sheet carefully.

4. Submit the internship proposal form found in the internship packet. **This form MUST be signed by the faculty advisor and the Department Chair before work begins on the internship.**

5. At the completion of the internship, you **must** complete the STUDENT EVALUATION FORM found in the internship packet.

6. At the completion of the internship, you **must** have your employer/supervisor fill out the INTERNSHIP PERFORMANCE EVALUATION form, also found in the internship packet.

7. The STUDENT EVALUATION FORM and the INTERNSHIP PERFORMANCE EVALUATION form are then to be turned into the department secretary.

8. At the Registrar’s office, sign up and pay for the appropriate number of credit hours for your internship, if you haven’t already done so. (The internship packet contains a worksheet to establish credit for the internship.)

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

**AN INTERNSHIP IS NOT AN AUTOMATIC GRADE**
<table>
<thead>
<tr>
<th>Credits</th>
<th>Time Invested Per Week</th>
<th>Total Hours Completed Per Semester</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>3 hours minimum</td>
<td>45</td>
<td>4890-01</td>
</tr>
<tr>
<td>2</td>
<td>6 hours minimum</td>
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<td>4890-01</td>
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<tr>
<td>3</td>
<td>9 hours minimum</td>
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<tr>
<td>4</td>
<td>12 hours minimum</td>
<td>180</td>
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<tr>
<td>5</td>
<td>15 hours minimum</td>
<td>225</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
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<tr>
<td>8</td>
<td>24 hours minimum</td>
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</tr>
<tr>
<td>9</td>
<td>27 hours minimum</td>
<td>405</td>
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**Advertising**
- COMM 1610 Newswriting
- COMM 2300 Introduction to Public Relations
- COMM 2080 Introduction to Advertising
- COMM 2750 Interpersonal Communication
- COMM 3070 Communication Graphics
- COMM 3080 Advertising Copywriting and Layout

**Broadcasting**
- COMM 2200 Television Production
- COMM 3504 Practicum-TV Lab

**Interpersonal**
- COMM 1010 Introduction to Communication
- COMM 2750 Interpersonal Communication
- Either COMM 4010 Persuasion or COMM 3850 Organizational Communication

**Journalism**
- COMM 1610 Newswriting
- COMM 3070 Communication Graphics
- COMM 4140 Advanced Reporting
- COMM 4260 Media Law

**Public Relations**
- COMM 2300 Introduction to Public Relations
- COMM 2950 Public Relations Case Studies
- COMM 3950 Public Relations Writing
Southern Utah University  
Communication Department  

INTERNSHIP PROPOSAL FORM

STUDENT NAME: __________________________ DATE: __________
SUU T# (or SOCIAL SECURITY NUMBER): __________________________
STUDENT PHONE NUMBER: ________________________________

SEMESTER & YEAR INTERNSHIP PERFORMED: ________________________
SEMESTER INTERNSHIP CREDIT WILL BE TAKEN: ____________________
REFER TO TABLE TO FIGURE PROPOSED CREDIT HOURS: ______________
Hours Per Week________ # of weeks _______ Total Hours______________

COMPANY/ORGANIZATION: ______________________________________
SUPERVISOR: ________________________________________________
SUPERVISOR’S PHONE: ________________________________
SUPERVISOR’S ADDRESS: ______________________________________

OBJECTIVES OF INTERNSHIP:

ACTIVITIES YOU WILL PERFORM:

Student’s Signature: ________________________________
Faculty Advisor’s Signature: ____________________________
Department Chair’s Signature: __________________________

After signatures are acquired, turn this form in to the department secretary, CN, Room 213.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Proposal Form</td>
</tr>
<tr>
<td></td>
<td>Permission Form: Original to Registrar’s Office</td>
</tr>
<tr>
<td></td>
<td>Copy kept with student internship packet</td>
</tr>
<tr>
<td></td>
<td>Student shows in COMM 4890 class roster</td>
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<tr>
<td></td>
<td>Student Emphasis shows on Crystal Concentration Report</td>
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<td></td>
<td>If no emphasis shows then complete a change of major form - <a href="http://suu.edu/ss/registrar/pdf/MajorChangeForm.pdf">link</a></td>
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<tr>
<td></td>
<td>Student info listed on excel spreadsheet</td>
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<tr>
<td></td>
<td>Check Up form done during 4th week of semester</td>
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<tr>
<td></td>
<td>Student Evaluation</td>
</tr>
<tr>
<td></td>
<td>Supervisor’s Evaluation</td>
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<tr>
<td></td>
<td>Hours verified</td>
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<tr>
<td></td>
<td>Semester Internship Performed</td>
</tr>
<tr>
<td></td>
<td>Semester Credit taken</td>
</tr>
<tr>
<td></td>
<td>Semester Credit taken – if split due to credit/tuition cost factor</td>
</tr>
<tr>
<td></td>
<td>Grade posted to Banner</td>
</tr>
</tbody>
</table>
Internship Permission Form

Name: ______________________________ T Number ____________________________

FALL _____ SPRING _____ SUMMER _____ YEAR _________

CRN Course ID (ex. COMM1010) 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
STUDENT EVALUATION FORM

STUDENT NAME: ___________________________ DATE: _______

ORGANIZATION/COMPANY: ___________________________

SUPERVISOR’S NAME: ___________________________

1. What was your job title?

2. Describe your specific duties and responsibilities.

3. Did you work with any equipment or software? If so, identify the equipment and software, and any skills you learned relative to its use and operation.

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. Describe what you most enjoyed about the internship.

7. Describe what you least enjoyed about the internship and why.

3. 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:
4. Was this internship a valuable experience for you? If yes, how so? If no, why not?

5. 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. 

6. How were you reacted to by:
   Support Staff?

   Co-workers?

   Supervisor?

7. To what degree did your work require you to use your academic and co-curricular background?

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

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

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

11. Additional comments or observations about your internship.

Please retain a copy for yourself, and return one to the department secretary in CN 213.
Southern Utah University
Communication Department

INTERNSHIP PERFORMANCE EVALUATION
*This form is to be completed by the Internship Supervisor*

INTERN'S NAME: ___________________________________________ DATE: _____
COMPANY/ORGANIZATION: ___________________________________________
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 intern’s performance.
   (1 being poor, 5 being excellent)
   ___ Punctuality
   ___ Quantity of Work Accomplished
   ___ Quality of Work Accomplished
   ___ Willingness to Learn
   ___ Skills
   ___ Dependability
   ___ Enthusiasm
   ___ Ability to Think/Act Independently
   ___ Ability to Get Along With Other

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)
   ___ Research
   ___ Writing
   ___ Layouts
   ___ Communication
   ___ Workshop Facilitation
   ___ Interdepartmental Relations
   ___ Administrative/Organizational
   ___ 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 secretary at the
address below. (You may retain a copy of this form, if desired.)

Tammi Miller
Communication Department
Southern Utah University
351 West University Blvd., CN 213
Cedar City, UT 84720