

Journalism 597

Internship Contract

Student Information

Name: _____ ID#: _____

Email: _____ Phone: _____

Major: Ad PR Broadcast Journalism Vis Comm Mass Comm

Year: Sophomore Junior Senior

Semester: Fall Spring Summer Year _____

Internship Information

Intern's job title: _____

Organization: _____

Address: _____

City, State Zip: _____

Organization's website: _____

Supervisor's name: _____

Office phone: _____ Cell phone: _____

Email: _____

Internship start date: _____ Internship finish date: _____

Intern's salary: _____ # of hours to work weekly: _____

Total # hours to work over semester: _____ (minimum of 140 hours)

Intern work schedule:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

Other: _____

JOUR 597 course requirements for students:

- Work at least 140 hours during the semester at the internship organization
- Attend required meetings during the term with other interns and the internship coordinator
- Turn in the following assignments as scheduled in the course syllabus:
 - Weekly journal entries from the internship detailing student's experiences
 - A written paper based on an interview with the intern supervisor
 - A mid-point progress report to be completed by both the intern and the supervisor
 - A final paper
 - Student and employer final evaluations to be submitted electronically

Necessary employer assistance:

- Provide professional supervision to the student
- Participate in an interview by the student for a class paper
- Complete a mid-point progress report
- Complete a final evaluation, discuss with the intern in a private meeting, and submit electronically
 - *Please note: It is very important that final evaluations are completed by the deadline. Late evaluations may cause final course grades to be submitted late, which can affect graduation, scholarships, financial aid, etc.*
- Provide student with a designated work space
- Assist student in providing a job description detailing the intern's expected work responsibilities and demonstrating the internship will consist of professional-level tasks in the student's field of study
- Assist student in providing proof of a job offer (printed letter or email)

Supervisor: Your signature below indicates you understand and agree with the student's internship requirements above and will please contact the SJMC internship coordinator with any concerns or questions. Thank you for your assistance.

Signature: _____ **Date:** _____

Student: Your signature below indicates that you understand and agree to meet the requirements of the JOUR 597 course. Please contact the SJMC internship coordinator with any concerns or questions.

Signature: _____ **Date:** _____

Internship coordinator approval:

- Internship approved Pre-requisite courses completed successfully Override completed Email sent

Signature: _____ **Date:** _____

Student: Return this completed and signed form to the Student Services Office in SJMC 118 along with a copy of your internship job description, a printed letter or email from your supervisor with proof of a job offer, and a copy of your resume. You will receive an email when your override is approved and can then register for the course.

Questions? Contact Stephanie Martin at stephaniemartin@sc.edu or 803-777-3347.