

INTERNSHIP LEARNING AGREEMENT

www.buffalostate.edu/communication
(716) 878-6008 – Bishop 210 – Buffalo State College (SUNY) – 1300 Elmwood Av – Buffalo NY 14222-1095

An internship is a professionally focused learning experience made available to eligible students majoring in Journalism, Public Communication or Media Production.

The Communication Department considers the internship to be a cooperative experience involving three partners: the student intern who is honing his/her skills in a professional work environment, the Academic Internship Supervisor who is a member of the Communication Department faculty representing the college, and the Professional Internship Supervisor who oversees the on-site learning experience representing the sponsoring business/organization. This agreement outlines expectations and responsibilities of each partner in this educational experience.

Directions: Fill in this on-line form, print and sign the appropriate page, and forward the original to the Communication Department, Bishop 210, Buffalo State College (SUNY), 1300 Elmwood Avenue, Buffalo NY 14222-1095.

Part 1 - Student Intern

Name _____ Major _____

E-mail _____ Phone _____

The Communication Department applauds your decision to undertake a professional internship as an integral aspect of your professional education. As a student seeking credit for this internship, you will be held accountable for the following expectations that the department has for you:

- To obtain proper approval from the faculty member serving as Academic Internship Supervisor for this semester/term and to enroll in a section of COM 488 Communication Internship;
- To complete the Internship Learning Agreement and submit it to the Academic Internship Supervisor (failure to submit this form by the end of the second week of the semester/term may result in COM 488 being dropped from the student’s semester schedule);
- To submit to the Academic Internship Supervisor prior to beginning the internship work a memo of about 250 words indicating the student’s expectation and motivation for the on-site educational experience s/he is undertaking;
- To perform to the best of your ability those tasks assigned by your Professional Internship Supervisor that are related to the responsibilities of this position;
- To act professionally, behave ethically, and exhibit appropriate workplace attitudes while on the job;
- To follow all the rules, regulations and normal requirements of the internship workplace site;
- To complete a minimum of 150 hours in supervised on-the-job work;
- To complete the academic requirements outlined in the Internship Learning Agreement under the guidance of your Academic Internship supervisor, including attendance at a weekly meeting with department interns, submission of weekly progress reports, and submission of end-of-semester/term reports;
- To notify both the Academic Internship Supervisor and your Professional Internship Supervisor of any changes or problems during the on-the-job experience.

(Student Intern’s signature and date)

Part 2 - Professional Internship Supervisor

Name

Title

Name of company/organization

Address of organization

E-mail

Phone

The Communication Department at Buffalo State appreciates your partnership in this learning experience for our students. Your role is integral to the student's internship experience and success. As a professional supervisor for this internship, you are expected to provide the following aspects of internship supervision:

- To clearly discuss the requirements of the internship with the student intern;
- To provide training for professional tasks associated with the job responsibilities listed below;
- To work with the student to complete on-site goals, duties and learning objectives;
- To provide ongoing supervision and feedback to the student on his/her performance;
- To communicate with the Academic Internship Supervisor and/or meet with him/her during a site visit;
- To complete and submit to the Academic Internship Supervisor a mid-term evaluation of the student's performance and attitude, and a similar evaluation and grade recommendation as the student completes the internship experience.

(Professional Internship Supervisor's signature and date)

This internship involves a specific set of job responsibilities. Below are listed at least five specific duties that will be assigned to this intern.

1.

2.

3.

4.

5.

Add additional duties as appropriate

Part 3 - Academic Internship Supervisor

Name

Phone

E-mail

Fax (716) 878-4697

As Academic Internship Supervisor, you are expected to provide the following aspects of internship supervision:

- To convene weekly meetings of department interns during the semester to discuss ongoing progress among the interns and to explore with them various professional aspects of job seeking and employment (alternative arrangements may be made for summer internships);
- To receive and monitor submission of a weekly progress report from the intern, evaluations by the Professional Internship Supervisor, final report by the intern, and other relevant areas of the internship experience;
- To provide feedback on interns' weekly progress reports and to offer ongoing guidance and support;
- To visit the internship site or communicate directly with the Professional Internship Supervisor at least once during the semester/term to discuss the student's performance;
- To assess the student's ongoing learning relative to the job responsibilities listed above;
- To assign a final grade for the internship course.

(Academic Internship Supervisor's signature and date)