

Override (for office use only) \_\_\_\_\_

**INTERNSHIP CONTRACT/ Workplace Analysis**  
**Missouri Western State University**  
**Communication Department**  
**4525 Downs Drive, St. Joseph, MO 64507**  
**Phone: 816.271.4490**

**Semester/Year** \_\_\_\_\_

Course \_\_\_\_\_ Credit hours \_\_\_\_\_ CRN (s) \_\_\_\_\_

Hours of work student needs to complete to receive internship credit \_\_\_\_\_

Student: \_\_\_\_\_ **G#** \_\_\_\_\_

Student Email \_\_\_\_\_ **Phone#**  
\_\_\_\_\_

**Phone#**  
\_\_\_\_\_

Supervisor: \_\_\_\_\_ \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

List 3-5 learning objectives and your responsibilities to help complete these objectives.

*Objectives: What the student will learn at the internship*

*Responsibilities: Specifics regarding the duties the student will have that will help them learn the objectives*

Supervisor agrees to: (please initial)

\_\_\_\_\_ Assess student progress (sign work logs, complete review, respond to midterm email)

\_\_\_\_\_ Report any problems to the Internship Director

Intern agrees to: (please initial)

\_\_\_\_\_ Check campus email and canvas at minimal every Monday.

\_\_\_\_\_ Follow the Intern Code of Ethics

\_\_\_\_\_ Work at least 40 hours for each credit hour I am enrolled in

\_\_\_\_\_ Complete weekly logs and turn them in by the due dates set in canvas.

\_\_\_\_\_ Submit sample work and a reflection paper as outlined in canvas on the date assigned in canvas.

\_\_\_\_\_ Give my work supervisor the intern performance appraisal at least one week prior to its due date in canvas.

\_\_\_\_\_ Discuss any concerns or questions with the internship director.

\_\_\_\_\_ Accept the consequences outlined in the grading system if I fail to meet the standards of the course.

\_\_\_\_\_ I understand that **I must enroll** in the course after this paperwork is completed, submitted, and an override granted. Otherwise, I will not receive course credit for the class.

The undersigned agree to the conditions set forth in this contract:

Student: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Internship Director: \_\_\_\_\_ Date \_\_\_\_\_

**Internship Director:** Dr.  
Michael Charlton  
Communication Department Missouri  
Western State University St. Joseph,  
MO 64507  
mcharlton@missouriwestern.edu  
Final Portfolio/ Items to be submitted  
for a grade **\*Keep this document  
for your records\***

## Log

1. Dates and hours of work
2. Specific duties during each work period- brief discussion of specifics of what you completed 3.  
Must be signed by your supervisor before submitting at the dates outlined above.

## Samples of Work

1. Press releases, videos, projects, schedules/flyers (samples of work that could go in a portfolio). 2.  
NOTE: I do not need all of the work but a representative sample of the work you did. Choose your best 4-6 pieces of various work to show me.

## Reflective Essay Page

length:

- 1 credit = 3 pages 2
- credit = 4 pages
- 3 credits = 5 pages
- 4-6 credits = 6-10 pages

**\*12 pt TNR, double spaced, 1" margins. If you are struggling meeting page limits contact me- don't skip spaces.**

## The paper must include the following headings:

1. Description of your internship  
What department did you work in? How many hours did you generally work per week? Who was your supervisor? What were your regular duties? Did you have to come up with duties for yourself? Did you complete any special projects? If so what?
2. Learning objectives  
List your learning objectives and discuss each one: Was the objective met? If so provide examples. If not, discuss what happened that prevented this.
3. Applied Learning  
How did the classes you have taken relate to or prepare you for your internship? What specific classes helped you? Explain how. Did the internship help you understand some of your classes you took better? Explain how.
4. Personal Growth  
Have you matured this semester as a result of the internship? Do you feel better prepared for the workplace? Be specific, give examples
5. Pros/Cons/Recommendations of the internship  
What are the most positive aspects of your internship? How could your internship improve? Did it meet your expectations? Why or why not? In this section please address whether you would recommend this internship to others and why or why not? Also, is there anything that I should know about the internship?

**Note:** Be honest in your critique of yourself and the experience. The content of the essay is intended to help me determine the quality of the experience for future students, and for you to reflect on your strengths and weaknesses so you can prepare for the job market. Feel free to include add other information.