

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

Override (*for office use only*) _____

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. James Carviou
Communication Department Missouri
Western State University
St. Joseph, MO 64507
jcarviou@missuriwestern.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.