

Mass Communication Internship Contract

Name _____ Semester/year _____

Address _____ GPA _____

Telephone: _____

Email: _____ Total Credits Earned So Far _____

Name of Internship Site _____

Site Address _____

On-site supervisor _____ Telephone _____

Email: _____

WSU Faculty Advisor _____

Description of Internship Duties (may be stapled to this form or written on the back)

Final Project

A Mass Communication internship for academic credit requires a final project, which may consist of:

- A creative or research project to be set up with the Internship Coordinator by mid-semester, OR
- A three- to five-page reflection paper summarizing what the student learned during the internship and how the internship has affected the student as a mass comm professional.

Evaluation Procedures

- Specify time frame for submission of journals _____
- Specify time frame for submission of work samples _____
- Specify time frame for conferences with Internship Coordinator (usually by telephone) _____

On-site Supervisor's Responsibilities

- Submit final written evaluation of intern to Mass Communication Department before _____
- Meet regularly with the intern to discuss progress during internship
- Contact Internship Coordinator if problems arise.

Is this a paid internship? Yes No

Signatures:

Intern _____ Date _____

On-site supervisor _____ Date _____

Internship Coordinator _____ Date _____

Mass Communication Internship Evaluation Form
(to be completed by on-site supervisor)

Student: _____

Semester and year: _____

Internship Site: _____

Site Address: _____

On-site Supervisor: _____

Contact (phone, e-mail): _____

Please rate the intern on a scale of one to five for each of the statements below.
1-poor; 2-mediocre; 3- average; 4-very good; 5 - outstanding

1.	Accuracy / Attention to detail	1	2	3	4	5
2.	Appearance	1	2	3	4	5
3.	Communication skills	1	2	3	4	5
4.	Creativity	1	2	3	4	5
5.	Initiative	1	2	3	4	5
6.	Interpersonal skills	1	2	3	4	5
7.	Pride in work	1	2	3	4	5
8.	Professional skills	1	2	3	4	5
9.	Self-confidence	1	2	3	4	5
10.	Speed	1	2	3	4	5
11.	Appeared to make honest effort	1	2	3	4	5
12.	Was responsive to supervisor	1	2	3	4	5
13.	Was punctual and reliable	1	2	3	4	5
14.	Performed assigned duties	1	2	3	4	5
15.	Complied with rules, regulations	1	2	3	4	5

In your opinion, what is the promise for success in the communication professions for this intern?

Hypothetically, if your firm had an opening for a person with the background, aptitude and attitude and ability of the student, would you hire him or her? Why or why not?

Please make any additional comments you desire concerning the student's preparation, performance and attitude on the back of this page or on a separate sheet.

Is your organization interested in other interns from WSU in the future? Yes No

Signed _____ Title _____ Date _____

When complete, please return this form to the Internship Coordinator via email
(eseverson@winona.edu), fax (507-457-5155) or regular mail (Internship Coordinator / Winona State University / Mass
Communication Dept., Phelps 126 / P.O. Box 5838 / Winona, MN 55987).

Thank You!