

# 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!