THE ATTACHED AGREEMENT MUST BE SIGNED BY THE ORGANIZATION WHERE THE STUDENT WILL BE DOING HIS/HER INTERNSHIP.

When the agreement has been signed by the person of authority with the organization, the student must then take the agreement (not the entire application) to the Office of Academic Affairs, 312 Warriner Hall, to be signed by a University representative.

After the agreement has been signed by an official representative of the Office of Academic Affairs, the agreement and the completed internship application should be given to the Internship Coordinator by the student. Assuming the application and necessary supporting materials are in order, the Internship Coordinator will then give the student a bump card, enrolling the student in the internship class for credit.

Because it is University-wide policy, it is important for the student to understand that the Internship Coordinator CAN’T give the student a bump card for the internship until the agreement is signed by both a representative from the organization and the Office of Academic Affairs and returned with the completed application.
INTERNSHIP AGREEMENT BETWEEN
Central Michigan University Board of Trustees
AND
_________________________________________
_________________________________________

This Agreement sets forth terms and conditions which govern the internship experience of students of Central Michigan University “CMU” at ________________ (insert Agency name), ________________ (Address) “Agency”.

Responsibilities of CMU:
1. Plan and administer, in consultation with Agency, the internship experience in the ________________ program for CMU student(s) assigned to Agency.
2. Provide Agency with the name of student(s) to be assigned to the site as soon as possible after registration each semester.
3. Inform student(s) that they shall be required to abide by the rules and policies of Agency. Upon notification from Agency of improper conduct by a student, CMU will immediately investigate and take appropriate action.
4. Maintain all educational records of our students and comply with all statutes, rules and regulations regarding any release of information from such records. Agency shall have no responsibility regarding maintenance or release of such records.
5. Ensure that student(s) have professional liability coverage under CMU’s General Liability Insurance Policy throughout the rotation.
6. CMU shall recommend that student(s) have in force a health insurance policy to defray the cost of hospital or medical care that might be sustained during the period of placement. CMU shall inform student(s) of potential monetary liability the student(s) might incur as a result of failure to maintain sufficient coverage.

Responsibilities of Agency:
1. Agency shall designate a primary supervisor of the student(s) who agrees to be available for instruction during the internship. Agency shall retain full responsibility for Agency’s operations and administration.
2. Agency shall provide any pre-placement information that needs to be shared with the student(s), and provide any necessary orientation to the student(s) within the first week of placement.
3. Agency shall have the authority to request the withdrawal of any student from the internship experience for reasonable cause related to the need to maintain an acceptable level of service and/or business operations. Such request shall be in writing. CMU will immediately comply with the request.

Mutual Terms:
1. The student(s) assigned under this Agreement is/are assigned solely to obtain the educational experience contemplated under this Agreement. This Agreement is not an employment agreement between the student and Agency or student and CMU or Agency and CMU. Therefore, the student shall not be deemed an employee of Agency for purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or for any other purpose because of his/her participation in the internship experience. During the period Student is a participant in the internship experience, Agency and the student may enter into an employment relationship. If Agency and student enter into an employment relationship, Agency and student shall establish any and all terms of that employment relationship, including hours, wages, and fringe benefits. CMU will not be a party to such an employment relationship. If Agency and student enter into such an employment relationship, that relationship shall be independent of, outside the scope of, and shall in no way modify or revoke the obligations of Agency and CMU under this agreement, unless the parties expressly provide otherwise in writing.
2. Both parties shall maintain Comprehensive General Liability Insurance or its equivalent.
3. In the performance of their respective duties and obligations under this Agreement, CMU and Agency are independent contractors, and neither is the agent, employee or servant of the other, and each is responsible for its sole conduct. There shall be no monetary consideration paid by either party to the other.
4. Each party agrees to comply with and to be separately responsible for compliance with all laws, including but not limited to anti-discrimination laws, which may be applicable to their respective activities under this program. Both parties shall not discriminate on the basis of sex, disability, race, national origin, color, creed, religion, marital status, height, weight, veteran status, sexual orientation or gender identity, or age.
5. This agreement shall be effective on the ___ day of ______ (month), ______ (year) and shall terminate on the ___ day of ______ (month), ______ (year). However, it may be terminated by either party upon forty-five (45) days written notice of termination to the other party, provided, however, that the student then receiving instruction in any program shall be given an opportunity to complete the full program during his/her instructional period.
AGENCY:
Signed: __________________________
Name: ___________________________
Title: ___________________________
Dated: _________________________

UNIVERSITY:
Signed: __________________________
Name: Claudia B. Douglass, PhD
Title: Vice Provost for Academic Effectiveness
Dated: _________________________
Internships
Central Michigan University
Journalism Department
454 Moore Hall
Mount Pleasant, MI 48859
989-774-3196

Online Journalism – JRN 449
News-Editorial- JRN 519
Photojournalism – JRN 529
Public Relations – JRN 559
Advertising – JRN 569

The Internship Process
1. Sign a major or minor in the Department of Journalism.
2. Prepare a resume and assemble your portfolio of class, volunteer and work artifacts.
3. Check the departmental bulletin board for opportunities or, on your own, find an organization willing to sponsor you.
4. Go through the interview process and get hired.
5. Make sure you have a written agreement defining your responsibilities. Fifty hours of work are needed for each hour of class credit. Internships are usually for three credit hours, but can be taken for one or two hours of credit.
6. During registration, use a bump card available in the Journalism Office to register for internship credit.
7. Have a successful and rewarding internship, constantly keeping in mind your need to maintain your records, and keep the organization’s field supervisor advised of your progress by reports and contact.
8. Because summer internships most often extend beyond the end of a summer session, you will probably receive an “I” for a final grade. Once your internship has been completed, and all required paper work has been received, you will be assigned a final grade.
9. Submit your materials to the internship coordinator within two weeks of completing the internship.
10. The field supervisor will be asked to complete an evaluation of the internship experience and forward it to the internship coordinator.
11. Meet with the internship coordinator to discuss your internship, your materials and the evaluation by your supervisor.

The Importance of Internships
• Careers in journalism and mass communication are among the most exciting and rewarding available today. Students and prospective employers alike agree a good internship experience offers students an opportunity to create real-world skills, demonstrate talents and prepare a portfolio of their work as part of their career preparation.
• Journalism Department faculty encourage internships for all students to integrate their academic preparation with a practical environment. Most students say an internship is one of the most valuable and rewarding experiences of their college career.
Your final report should contain all your daily journals, completed assignments and the paper assessing the value of your internship experience that outlines what you have learned and what you have discovered you need to learn.

- How is your sponsoring organization structured? How did you fit into that structure?
- What kind of on-going professional supervision did you receive as an intern? How did this affect the quality of your internship experience?
- What positive changes have taken place in your attitude, your self-confidence, your skills and your understanding of this media organization?
- How well did your journalism classes prepare you for this internship? What was your best preparation? How would you improve your course work preparation?
- From your perspective, how could the internship experience be made more rewarding for you?
- If another student asked, “What was your internship like?” how would you respond?

The internship supervisor will visit with you and your mentor sometime during the internship time frame.

Where Do You Look For Internships?

- Organizations often contact the Department of Journalism seeking interns. These notices are posted on the bulletin boards outside the journalism department offices as they are received. You should check the bulletin board regularly for new internship opportunities. The notices are also sent out on the Journalism Department Student Listserv.

- For many students, internship are now located by:
  - Letting friends and family know you’re seeking an internship.
  - Making lists of possible internships from directories and writing or telephoning to determine internship possibilities.
  - Networking with professional associations through PRSSA, SPJ or other student organizations.
  - Thinking of where you’d like to have an internship, and selling yourself.

- What to look for:
  - You want a “learning experience.” Sometimes, smaller is better. In smaller organizations, you have more opportunity to experience a variety of activities.
  - People who have time to provide you with advice, counsel and critique.

- Approval of an internship is not automatic. The two critical attributes are:
  - Meaningful work.
  - Sponsorship by an experienced qualified, professional mentor.

- The Department of Journalism approves each internship with a watchful eye to make sure you will be doing meaningful work, and not be just a “gofer”. Be very wary of internship opportunities without specific responsibilities and with a rotating supervisor. Merely being there and observing is not a meaningful experience.

How to Get the Internship

Being hired for an internship requires the same attitudes and skills as finding a job following graduation. One good source of information about career planning is What Color is Your Parachute. It’s published annually and most every bookstore features it prominently.
To be completed by student
Application for Internship
Central Michigan University
Department of Journalism

☐ Online Journalism – JRN 449
☐ News-Editorial- JRN 519
☐ Photojournalism – JRN 529
☐ Public Relations – JRN 559
☐ Advertising – JRN 569

Please type this form or request an electronic version and provide all requested information. Attach an up-to-date resume to this form. Return it as soon as possible to the Department of Journalism, Moore 454.

Today’s Date ________________ Applying for internship during Semester ________ Year _____

Credit hours requested ______________ Organization __________________________________________ 

Name ____________________________________________ Student Number ______________ 

Local Address ________________________________________________

Permanent Address __________________________ City ______ State ______ Zip __________

Local Phone ____________ Permanent Phone ____________ Cellular Phone ____________

Email address __________________________________________________________

Total number of hours / class standing __________ / __________ Signed journalism major ☐ minor ☐

Adviser __________________________ Concentration: ☐ OL ☐ NE ☐ PJ ☐ PR ☐ AD

Major (if not journalism) ______________ Minor (if not journalism) ______________

List any special skills that you possess that would contribute to a successful internship (Desktop or on-line publishing knowledge, research skills, graphic/production knowledge, etc.)

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
Describe any on-campus or off-campus communication-related work experience:
1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

**Journalism courses completed:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Grade Received</th>
<th>Instructor</th>
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Central Michigan University  
Department of Journalism  
Internship Credit Agreement

To be Completed by the Field Supervisor

Name________________________________________ Title ____________________________
Organization______________________________________________________________
Business address________________________________________________________________________
Business Phone________________________ Email Address________________________
Internship starting date____________________ Internship ending date____________________
Approximate number of the intern will be working each week________________________

List major duties expected of the intern:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
List the kinds of supervision/ critique the intern will receive:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Indicate what form of compensation, if any, the intern will receive:
________________________________________________________________________
Additional conditions or comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Supervisor Signature____________________ Date________________________
# Field Supervisor Evaluation of Student Intern

Please return this form within one week of completion of internship supervision to: Internship Coordinator, Central Michigan University, Department of Journalism Moore Hall 454, Mt. Pleasant, MI 48859.

Please evaluate ____________________ according to your observations and supervision of her/his work as an intern. Check only those items you think are applicable. Your evaluation will be used to help determine a grade for the student’s internship experience and provide professional feedback for the student. Thank you for your time and cooperation.

<table>
<thead>
<tr>
<th>Ability to meet deadlines</th>
<th>Excellent (A A-)</th>
<th>Good (B+ B)</th>
<th>Average (B- C+ C)</th>
<th>Below Average (C- D+)</th>
<th>Poor (D D-)</th>
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<td>Demonstrates initiative</td>
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<td>Ability to work independently on projects</td>
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<td>Willingness to assume responsibility</td>
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<td>Ability to follow instructions</td>
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<td>Possesses professional attitude</td>
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<td>Ability to work with colleagues and supervisors</td>
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<td>Ability to analyze and synthesize</td>
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<td>Ability to conduct research</td>
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<td>Ability to write</td>
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<td>Ability to orally communicate</td>
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<td>Ability to use computers</td>
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<td>Degree of improvement</td>
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<td>Overall quality of work</td>
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In your opinion, did the student have the basic knowledge and skills required for this internship? Please comment. __________________________________________________________________________

What are the intern’s apparent strong points? __________________________________________________________________________

__________________________________________________________________________

Weak points? __________________________________________________________________________

__________________________________________________________________________

Signature ____________________________ Date __________

☐ Check if you prefer this evaluation remains confidential.

If you were assigning a grade, would it be:
A A- B+ B B- C+ C C- D+ D D-
To be Completed by Internship Coordinator

Student Name ________________________________

Student ID Number __________________________

Semester __________________ Year __________

JRN  449 _____ 519 _____ 529 _____ 559 _____ 569 _____

Course Reference Number ____________________

Final materials to be submitted to instructor by intern upon completion of internship:

☐ First, Midterm and Final Reports
☐ Daily and weekly calendars and journals, denoting activities, projects and experience
☐ Examples of projects completed
☐ Final paper assessing the “results” of the intern experience
☐ Number of internship credits approved_________________

Grade earned:

A  A-  B+  B  B-  C+  C  C-  D+  D  D-
JOURNALISM INTERNSHIP REQUIREMENTS

1. The intern must complete a minimum of 50 work hours for each hour of credit during the course of the internship, with a maximum of three credit hours allowed. The intern is encouraged to spend more than 150 hours working during the internship, if at all possible.

2. During the internship, the intern will compile a journal of daily activities, to be submitted to the internship coordinator at the conclusion of the internship. The journal should be an accurate reflection of the duties and/or activities the intern was involved with on a daily basis.

3. At the conclusion of the first week of the internship, the intern will submit a one-page paper outlining the beginning of the internship.

4. Midway through the internship, the intern will submit a 1-3 page paper to the internship coordinator, discussing the first half of the internship. Papers in items three and four can be sent via email or regular mail.

5. At the conclusion of the internship, the intern will submit the following materials to the internship coordinator:
   a. The completed field supervisor evaluation form found in the internship application.
   b. Samples of the intern’s work for the internship.
   c. A final paper that includes the following information: what was good/bad about the internship; what the intern would have changed to make it a better internship; highlights/lowlights; and, what could the journalism department have done to have better prepared the student for the internship. There is no designated length for the paper, and it will be evaluated on clear, concise writing as well as honesty in content.

6. Once all the materials have been submitted and evaluated, a grade will be submitted to complete the course.

If there are any questions, please contact the internship coordinator.