

# CMM 498 INTERNSHIP LEARNING AGREEMENT

## AGREEMENT PURPOSE

The CMM 498 Communication *Internship Learning Agreement* serves these purposes:

- to provide structure to the internship experience;
- to remind all education partners of the purpose and activities of the internship; and
- to provide a basis for evaluation and validation of the student's learning experience.

## INTERNSHIP PURPOSE

Internship environments and activities vary in communication fields, and different students will have different learning needs and opportunities. Generally, employers and interns should aim for:

- professional experiences that test the applicability of the student's classroom learning to workplace practice;
- assignments that help the student gain new knowledge in the field and develop new professional skills;
- opportunities in which the student can meaningfully contribute to the workplace and community; and
- workplace supervision and mentorship that will help the student grow and identify areas for future academic and professional development.

## TO BE COMPLETED BY THE STUDENT

**Name & student number:** \_\_\_\_\_

Communication concentration & graduation date: \_\_\_\_\_

Student's mailing address: \_\_\_\_\_

Student's phone & email: \_\_\_\_\_

Number of credits requested: \_\_\_\_\_

Internship beginning and ending dates: \_\_\_\_\_

Estimated hours/week on job: \_\_\_\_\_

**Institution & Department where intern will work:** \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Supervisor's phone & email: \_\_\_\_\_

**Student's Educational Objectives & Résumé:** *Both attached.*

Students identify professional skills and knowledge they hope to gain from this internship, outline job tasks to help them accomplish those goals, and set deadlines for completing the tasks. Students also list specific indicators of accomplishment. The Department of Communication Internship Coordinator must approve the goals before they are submitted to the employer. If workplace needs change and an objective cannot be achieved, then the student, employer and Internship Coordinator will set a new goal.

## TO BE COMPLETED BY THE EMPLOYER

**Job Description:** Please attach a list of the intern's responsibilities and tasks.

**Supervision:** Please describe how interns are integrated into the workplace, such as weekly meetings with supervisor and/or mentor, formal internship program of activities, one-on-one guidance as needed, staff meetings, and/or workshops. *May attach description.*

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**Name & Title of intern's direct supervisor:** \_\_\_\_\_

Phone and email of supervisor: \_\_\_\_\_

Years of experience in communication field: \_\_\_\_\_

Years in current position: \_\_\_\_\_

Summary of professional communication experience: *May attach CV.*

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**Previous Interns from UD:** Yes \_\_\_\_\_ No \_\_\_\_\_ Which year(s)? \_\_\_\_\_

**Other information:** Please provide or attach any other information the employer would like to convey to the UD Department of Communication Internship Coordinator and student intern.

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## REQUIREMENTS & DEADLINES

To receive academic credit from the UD Department of Communication for the internship, students must have:

- At least a 3.0 grade point average in communication classes.
- Completed at least 30 semester hours of college.
- Successfully completed CMM 100 Oral Communication, CMM 201 Foundations of Mass Communication, CMM 202 Foundations of Communication Theory and Research, and CMM 330 Media Writing.
- Approval from the Department of Communication Internship Coordinator to enroll in CMM 498.
- An internship that provides professional experience and mentorship in a communication field.

### The student intern agrees to:

- Be registered for CMM 498 while participating in the internship and pay any required tuition.
- Submit a completed and signed *Internship Learning Agreement* package to the Internship Coordinator within three weeks of starting the internship.
- Complete a minimum of 40 hours on the job per credit hour earned.
- Achieve *Educational Objectives* through successful completion of workplace tasks and projects.
- Successfully complete all CMM 498 course requirements according to directions and by deadline.
  - Write *Progress Reports*, due on first day of each month, on internship experience and objectives.
  - Write a *Reflective Essay*, due on first day of final exams, on internship experience, accomplishments of objectives, and a plan for further professional and academic development.
  - Create an online *Portfolio*, due on first day of final exams, showcasing examples of work produced during the internship.
  - Produce an updated *Résumé and Cover Letter*, reflecting this semester's internship.

### The employer agrees to:

- Complete the employer section of CMM 498 *Internship Learning Agreement*, sign the document, and return it to the student early in the internship.

- Assign meaningful professional tasks and projects consistent with the internship job description and student's *Educational Objectives*, which are attached.
- Provide student intern with regular and direct supervision and mentorship by an experienced professional throughout the internship.
- Complete CMM 498 *Intern Performance Evaluation* and submit it to the Department of Communication Internship Coordinator by the last class day of semester. The form will be sent to the employer or can be accessed on the Department of Communication Internships web pages.

The Internship Coordinator will be available throughout the internship period to address any questions or concerns about academic program requirements and intern's workplace performance. We will do our best to promptly address any issue to help make the internship experience educational and productive for all parties. The Internship Coordinator, Department of Communication and University of Dayton, however, cannot guarantee the quality of the student's work or the employer's work environment.

The Department of Communication thanks the employer for providing this educational opportunity to our UD student and applauds the employer for his/her commitment to mentorship and the development of future professionals.

**SIGNATURES**

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Upon completion return to:**

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University of Dayton  
300 College Park  
Dayton, Ohio 45469-1410  
Phone: (937) 229-2578  
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