

FLORIDA STATE UNIVERSITY
SCHOOL OF COMMUNICATION INTERNSHIP TERMS AND CONDITIONS

Responsible Party	Duty	Timing and Notes
Student	1. Secure the permission and cooperation of both the faculty advisor and on-the-job supervisor with signatures	Complete and submit three (3) copies of the contract the semester prior to beginning the internship. Copies for: faculty advisor, on-the-job supervisor & the School. Student should retain a copy as well.
	2. Complete the internship contract which is available on Blackboard	
	3. Submit the completed contract to the School of Communication in UCC 3100 to register you for the hours	
	4. Send an email confirmation of initial attendance at the internship placement to the faculty advisor and keep a copy of the email	The email confirmation should be sent to the faculty supervisor during the first two days of the semester.
	5. Arrange for an evaluation meeting with the on-the-job supervisor	The evaluation is due to the faculty advisor on the last regular class day of the semester
	6. Maintain notes throughout the internship experience in preparation to send the comprehensive final report to your faculty advisor	
	7. Complete all 3 parts of the comprehensive report which includes: A. A log of intern activities and responsibilities B. A 3-5 page document which could address: 1) The correlation between content learned in communication coursework and the internship 2) A critical assessment of internship activities measured against the initial objectives 3) A substantive analysis of the value of the internship in terms of your personal and career objectives 4) Recommendation for changes and improvements in the internship and/or coursework preparatory for the internship 5) Advice for students who may wish to intern or work at the same location in the future 6) Examples of written or other materials produced during the internship C. On-the-job Supervisor's evaluation of intern (see evaluation form below)	Reports are due on the last regular class day of the semester to the faculty advisor Individual faculty may have additional requirements and guidelines
Faculty Advisor	1. Consult with student and on-the-job supervisor regarding objectives of the internship to provide signature approval	Prior to the start of the internship and submission of contract
	2. Review the student's final report 3. Review the on-the-job supervisor's evaluation 4. Provide a final grade of S/U. An "S" will only be recorded if both the faculty advisor and the on-the-job supervisor believe that all internship work meets or exceeds the minimum requirements. 5. Forward intern evaluation to appropriate Administrative Assistant	End of internship experience

On-the-Job Supervisor	1. Maintain notes throughout the internship in order to effectively complete the "Communication Internship Evaluation" 2. Meet with student regarding internship performance 3. Complete intern evaluation form 4. Email, Fax, Mail, or deliver the intern evaluation form (and letter, if appropriate) to the faculty advisor	Evaluation is due on the last regular class day of the semester. Note: If the intern is to deliver the completed evaluation form, please place in a sealed envelope.
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