

Internship Contract

See directions on other side →

This contract stipulates an agreement between:

Student Information:

Name: _____ ID: _____ NAU Email: _____

Cumulative GPA: _____ Credit Hours Completed: _____ Major: _____

Semester of Internship: Fall (15 weeks) Spring (15 weeks) Summer (12 weeks) Year _____

Program Prefix: ADV CMF COM CST JLS MER PHO PR VC

Course Option for Credit: 208 Field Work Experience 408 Field Work Experience

Start Date: _____ Internship will last (weeks): 15 weeks Other: _____ Hours per week: _____

Credit Hours Requested _____

(50 hrs = 1 credit hr: 10 hrs per wk = 3 credit hrs // 20 hrs per wk = 6 credit hrs // 40 hrs per wk = 12 credit hrs)

Signatures:

(by signing, you agree to all terms and conditions)

Text

Internship Supervisor

Date

The employer will fill out two reviews of the intern, one during midterm and one during the completion of the internship. These terms have been established in collaboration with the company, the School of Communication and the prospective intern. Salary, tuition assistance or other monetary considerations are determined by the employer (the School does not require payment beyond the earning of credit).

- I have included an unofficial copy of my transcript
- I have obtained a signature from my program Faculty

Student Intern

Date

The intern will complete a paper on their experience one week prior to the completion of the internship, as well as any additional assignments.

School of Communication

Faculty Print Name

Internship Coordinator

Date

Faculty Signature

Date

Director, School of Communication

Date

Your signature is your approval of this internship that it is meeting the goals and learning outcomes for your Program.

Internship Provider Information:

Employment Supervisor: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Do you currently teach at, or are you employed by, NAU in any capacity? _____

How often will the intern meet one-on-one with their Internship Supervisor? _____

What will a typical agenda be for these meetings? _____

Internship Duties and Responsibilities:

To Enroll for Credit: Fill out the contract, get appropriate signatures and submit the contract along with your unofficial transcripts to the Internship Coordinator. Allow two working days for processing, then get two copies and the course permission number from the School office staff. You'll register on LOUIE and pay fees (there is a University fee of \$40 in addition to tuition).

Course Options for Internship Credit:

208 Field Work Experience

A supervised field experience in an appropriate organization, for students with limited background in a discipline. May take 1–6 credit hours. Program area consent required. *Requirements: Faculty consent from your program area required. Pass-Fail only.*

408 Field Work Experience

A supervised internship with an appropriate organization or agency, depending upon your major. Variable credit, up to 12 credit hours. Program area consent required.

Requirements: Completion of at least 89 credit hours and a 2.50 GPA with a minimum of a "C" grade in all courses required for your major. You must have completed the School core (COM 101 and 200), University math and English requirements and the courses from your academic major as outlined below. Pass-Fail only.

Discipline Requirements:

Communication Studies

CST 389/408: 18 credit hours in CST

Creative Media & Film:

CMF 389/408: 21 credit hours in CMF

Journalism:

JLS 389/408: Junior or Senior-level standing in JLS

Photography:

PHO 389/408: 18 credit hours in PHO

Strategic Communication:

ADV 389/408: ADV 207, 307 and 310 or 311W

MER 208: MER 135 with a "C" or better and 2.5 GPA

MER 408: MER with a "C" or better. Complete a series of memos describing your internship; a final meeting with Merchandising faculty; See your MER advisor

PR 389/408: PR 272, 371 & 372W

Visual Communication:

VC 389/408: VC 251, 329, 331, 351. Visual samples of your work included with written statement



APPENDIX A

STUDENT RESPONSIBILITY STATEMENT

This acknowledgment is made by the student identified below to acknowledge certain duties and responsibilities with regard to participation in an educational experience in the Arizona Board of Regents for and on behalf of Northern Arizona University ("University") program at the location where the educational experience takes place ("Facility").

DUTIES AND RESPONSIBILITIES OF STUDENT

1. The student will complete and be responsible for the cost of providing all health forms, health insurance, testing, and certificates requested by the Facility.
2. The student will comply with all applicable policies, procedures, and rules of the Facility.
3. The student will participate in orientation, required mandatory education, and skill training as required by the Facility.
4. The student will demonstrate professional behavior appropriate to the environment, including adhering to the Facility's established dress code and maintaining high standards at all times.
5. The student will follow the policies, rules, and regulations of the Facility, including those regarding confidentiality of information.
6. The student's conduct at all times, both at the Facility and outside normal business hours, will be in a personally and professionally ethical manner.
7. The student will make appropriate arrangements for transportation and housing, if necessary, and be responsible for all travel and living expenses incurred in relation to the educational experience.
8. The student agrees that University may share information received from a student's Criminal Background Check and Drug Testing with the Facility, if applicable.
9. The student will conform to the work schedule of the Facility and make up time and work missed during unavoidable illnesses, in consultation with Facility supervisor, the student's University placement coordinator and/or instructor.
10. The student will obtain prior written approval from University and the Facility before publishing or presenting any material relating to the educational experience outside the normal educational settings of the University.

I HAVE READ AND UNDERSTAND THIS ACKNOWLEDGMENT AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS:

Student Name: _____
(Please type or print)

Student Signature

Date