

**USFSP Department of Journalism and Media Studies
MMC 4945 (Undergraduate Internship) / MMC 6945 (Graduate Practicum)**

Internship Learning Contract

Semester _____ Year _____

The following is to be completed *collaboratively*, as part of an initial conversation between the intern and his/her supervisor.

Name of Student: _____ Name of Internship Placement: _____

Name/title of Supervisor: _____ Contact Info (Phone/e-mail): _____

The Department of Journalism and Media Studies has an expectation of at least 120 hours completed at the student's internship during the 15 week semester. This translates to approximately one eight-hour day per week or any combination of days where the sum total is eight hours. The student will receive _____ credit hour(s) upon completion of the internship.

The following constitutes a list of the expectations for both the student and her/his supervisor during the internship beginning _____ and ending _____.

As the supervisor of this intern, I agree to the following:

I will provide the student with a guided learning experience leading to the opportunity to practice current skills outside the classroom and toward the acquisition of new skills.

I agree to provide the department intern supervisor with updates on the student's progress, as requested, either in writing or by phone, and, at semester's end, a detailed, comprehensive report on the student's overall achievements and performance. A set of guidelines will be provided to assist in this process.

In addition, I have the following expectations of my intern.

She/he will work the following days/hours:

She/he will have the following skills at the *start* of the internship: (These may include photography, digital design skills, research skills, specific kinds of writing skills, or other).

She/he will also learn and develop the following new skills by the *end* of the internship:

She/he will work on the following projects or categories of projects, either completing them in whole or contributing to them:

As the intern, I have the following expectations of my internship:

I will put my *current* skills into practice doing the following:

(Insert the kinds of projects, writing, design, collaboration, etc.) you expect to be performing).

I will learn the following *new* skills:

(Insert the kinds of *new* skills you expect to master by the end of your internship):

I will take advantage of opportunities to learn from experiences like staff meetings, network opportunities, etc. offered to me as part of the internship.

In the space below, please list the *specific* duties, experiences, projects, and work mutually agreed upon by both the intern and the supervisor:

Sign below:

Intern _____ Supervisor _____

(Print Name)

(Print Name)

Department Approval _____

(Print Name)

Date: _____