

TROY UNIVERSITY™

Hall School of Journalism and Communication JRN 4489/4490 Internship/Field Experience Agreement Form

SECTION I -- Information about the Student

Student's name: _____

Student's identification number: _____

Major: _____ Junior Senior Other _____

Semester/term of internship: _____

Student's telephone number: (_____) _____

Student's email address(es): _____

SECTION II -- Internship Organization

Name of organization: _____

Organization's mailing address:

On-the-job supervisor's name: _____

On-the-job supervisor's title: _____

On-the-job supervisor's telephone number: (_____) _____

On-the-job supervisor's email address: _____

SECTION III -- Hall School of Journalism and Communication

Faculty supervisor: Check the schedule of classes for the relevant semester.
Address: Hall School of Journalism and Communication
103 Wallace Hall
Troy University
Troy, Alabama 36082
Telephone: (334) 670-3289

SECTION IV -- Information about the Internship

Internships are expected to provide professional and practical experience. List what the intern is expected to do during the internship. A separate page may be attached.

The internship is a part of the curriculum of the Hall School of Journalism and Communication at Troy University.

The organization is expected to provide a safe working environment for the student.

The student is expected register for and pay tuition for the JRN 4489 Internship course and/or the JRN 4490 Field Experience course.

The student is expected to submit reports to the faculty supervisor during the internship and to complete any other required academic assignments.

The student is expected to ensure that his/her Troy University email account can receive messages during the internship and is expected to check his/her Troy University email account and the course website daily throughout the semester/term.

The student expects to work a minimum of _____ hours per week at the organization for this internship.

The student expects to work a minimum of _____ weeks at the organization for this internship.

The student is expected to behave in a professional manner during the internship and to follow Troy University Standards of Conduct.

This internship starts on _____.
(Date)

This internship ends on _____.
(Date)

The on-the-job supervisor's evaluation is expected to be sent to the faculty supervisor no later than _____ (usually Dead Day according to the University calendar or, in summer, the Thursday before the week in which Commencement is scheduled). It is the student's responsibility to coordinate this evaluation and to see that it is sent to the faculty supervisor by the deadline.

This internship agreement, signed by the student and by the on-the-job supervisor, is expected to be submitted to the faculty supervisor before the first day of the internship semester/term or before the start of the internship, whichever occurs sooner.

The student is expected to complete this internship agreement and to have it approved by the faculty supervisor before starting to work at an internship.

Student's signature

Date

On-the-job supervisor's signature

Date

Faculty supervisor's signature

Date

Director, Hall School of Journalism and
Communication

Date