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**Internship Learning Agreement**

[communication.buffalostate.edu](http://www.buffalostate.edu/communication)

(716) 878-6008 – Buckham B112 – Buffalo State University (SUNY) – 1300 Elmwood Avenue – Buffalo NY 14222-1095

*An internship is a professionally focused learning experience made available to eligible undergraduate students majoring in Journalism, Public Relations & Advertising, Communication Studies, or Media Production, or our graduates students majoring in Public Relations.*

*The Communication Department considers the internship to be a cooperative experience involving three partners: the student intern who is honing his/her skills in a professional work environment, the Academic Internship Supervisor who is a member of the Communication Department faculty representing the college, and the Professional Internship Supervisor who oversees the on-site learning experience representing the sponsoring business/organization. This agreement outlines expectations and responsibilities of each partner in this educational experience.*

*Directions: Fill in this form, sign the appropriate page, and email it to the Communication Department Internship Coordinator at* *comminternships@buffalostate.edu**.*

**Part 1 - Student Intern**

Name Major

E-mail Phone

*The Communication Department applauds your decision to undertake a professional internship as an integral aspect of your professional education. As a student seeking credit for this internship, you will be held accountable for the following expectations that the department has for you:*

* To enroll in a section of COM 488 Communication Internship or COM 635 Internship in Public Relations;
* To complete the Internship Learning Agreement and submit it to the Academic Internship Supervisor (failure to submit this form by the end of the second week of the semester/term may result in COM 488 being dropped from the student’s semester schedule);
* To submit to the Academic Internship Supervisor prior to beginning the internship work a memo of about 250 words indicating the student’s expectation and motivation for the on-site educational experience s/he is undertaking;
* To perform to the best of your ability those tasks assigned by your Professional Internship Supervisor that are related to the responsibilities of this position;
* To act professionally, behave ethically, and exhibit appropriate workplace attitudes while on the job;
* To follow all the rules, regulations and normal requirements of the internship workplace site;
* To complete a minimum of 135 hours in supervised on-the-job work;
* To complete the academic requirements outlined in the Internship Learning Agreement under the guidance of your Academic Internship supervisor, including attendance at a weekly meeting with department interns, submission of weekly progress reports, and submission of end-of-semester/term reports;
* To notify both the Academic Internship Supervisor and your Professional Internship Supervisor of any changes or problems during the on-the-job experience.

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(Student Intern’s signature and date)

**Part 2 - Professional Internship Supervisor**

Name Title

Name of company/organization

Address of organization

E-mail Phone

*The Communication Department at Buffalo State appreciates your partnership in this learning experience for our students. Your role is integral to the student’s internship experience and success. As a professional supervisor for this internship, you are expected to provide the following aspects of internship supervision:*

* To clearly discuss the requirements of the internship with the student intern;
* To provide training for professional tasks associated with the job responsibilities listed below;
* To work with the student to complete on-site goals, duties and learning objectives;
* To provide ongoing supervision and feedback to the student on his/her performance;
* To communicate with the Academic Internship Supervisor and/or meet with him/her during a site visit;
* To complete and submit to the Academic Internship Supervisor a mid-term evaluation of the student’s performance and attitude, and a similar evaluation and grade recommendation as the student completes the internship experience.

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(Professional Internship Supervisor’s signature and date)

*This internship involves a specific set of job responsibilities. Below are listed at least five specific duties that will be assigned to this intern.*

1.
2.
3.

1. Add additional duties as appropriate

**Part 3 - Academic Internship Supervisor**

Name

Phone E-mail

*As Academic Internship Supervisor, you are expected to provide the following aspects of internship supervision:*

* To discuss ongoing progress with the intern on a regular basis and to explore various professional aspects of job seeking and employment;
* To receive and monitor submission of a weekly progress report from the intern, evaluations by the Professional Internship Supervisor, final report by the intern, and other relevant areas of the internship experience;
* To provide feedback on interns’ weekly progress reports and to offer ongoing guidance and support;
* To visit the internship site or communicate directly with the Professional Internship Supervisor at least once during the semester/term to discuss the student’s performance;
* To assess the student’s ongoing learning relative to the job responsibilities listed above;
* To assign a final grade for the internship course.

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(Academic Internship Supervisor’s signature and date)