

INTERNSHIP PROPOSAL COVER SHEET
RADFORD UNIVERSITY SCHOOL OF COMMUNICATION
Concentrations in Advertising, Communication Studies, Journalism, Public Relations, Production Technology

Name: _____ E-mail: _____

Proposed Internship in: _____ Date: _____

_____ Public Relations

_____ Advertising Other: (please specify) _____

This internship is _____ on campus _____ off campus RU ID: _____

Hours of Academic Credit: _____ Dates of Internship: _____ to _____

Appx. Midterm Date of Internship: _____ Appx. # Hours per Week: _____

Internship Supervisor and Contact Information (On-Site)—include phone, e-mail, address

Instructions: (Read this carefully!) **This cover sheet must be attached to the Internship Proposal. The attached proposal must address the following questions:**

- Describe the internship organization and the internship supervisor. That is, what does this organization do and how is your supervisor qualified to supervise your internship?
- Carefully describe the duties and activities that you expect to perform in the internship. This should be developed in consultation with your on-site internship supervisor. How many hours per week will you work and how many weeks will the internship last?
- What do you hope to learn from the internship experience?
- What personal or professional skills do you hope to develop?
- How will the internship help you prepare for your future career?

You may use bullet-format or paragraph format and this may be anywhere from ¾-2 pages in length. It will not be graded, but it will be screened for internship-appropriate writing skills.

Signature of Agency Supervisor

Date

Signature of Supervising Professor

Date

Signature of Student

Date

REPLACE this page with your written Internship Proposal
See Above for Instructions

**** Unlike registering for traditional classes, registration for COMS 499 must be done IN PERSON in order to turn in this binding agreement. It may not be done electronically or via fax.**

You are ready to register for COMS 499 after all items on the following pages (p. 3-6) have been completed. If your completed agreement (besides two places for instructor signature + Material Management signature) is submitted by _____, Betty Kennan (Internship Coordinator) will register you for internship. After this date, you must walk the paperwork through for yourself. In doing the footwork yourself--before going to the registrar's office--you should make 3 copies of your internship packet. You are responsible for seeing that these copies are distributed to:

- **RU Registrar's Office (original copy)**
- **COMS 499 Instructor in the School of Communication**
- **Internship Agency / Employer**
- **You--Student Intern**

****if you meet the above deadline and are turning in the original to your instructor for registration, it is VERY advisable to make a copy for yourself and give a copy to your employer.**

The following form complies with guidelines from the Virginia Attorney General's Office. Your internship may be **denied or your grade penalized if left incomplete.**

**RADFORD UNIVERSITY
SCHOOL OF COMMUNICATION**

INTERNSHIP AGREEMENT

This Agreement is entered into this _____ day of _____, 20____ between _____, hereinafter called the "Internship agency" or "the Agency" and Commonwealth of Virginia, Radford University, also called "the University." WITNESSETH that the Internship Agency and the University, in consideration of mutual covenants, promises, and agreements herein contained, agree as follows:

GENERAL:

1. The internship will last for approximately one semester and will be performed during the dates specified below.
2. This course will carry credit. The university supervising faculty will have prime responsibility for the grade after consultation with staff of the employing agency.
3. Evaluations by supervising faculty will be held at least twice during the internship.
4. The agency supervisor will provide the intern periodic assessment of progress and will make a written evaluation of the intern no later than the last week of the internship.
5. The cooperating agency will receive no remuneration for this program.
6. This agreement is not to be construed as an employment contract or promise of future employment.

PERIOD OF INTERNSHIP: From _____ through _____.

NAME OF STUDENT INTERN: _____

AGREEMENT DOCUMENTS: This agreement document shall consist of this signed agreement and the attached signed STUDENT INTERNSHIP AGREEMENT dated _____, all of which agreement documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed intending to be bound thereby.

RADFORD UNIVERSITY:

INTERNSHIP AGENCY:

Supervising Professor—Comm. 438

Supervising Employer / Agency Signature

Title: _____

Director, Materiel Management/Contracts

E-mail: _____

Phone: _____

ATTACHMENT: STUDENT INTERNSHIP AGREEMENT

**RADFORD UNIVERSITY
SCHOOL OF COMMUNICATION**

STUDENT INTERNSHIP AGREEMENT

I, the undersigned student, agree to accept an internship with the agency named below. If I am placed in a paid position, I agree to accept the rate of pay stipulated below.

I enter into this internship agreement with the full knowledge that the internship agency has committed considerable time and resources so that I can develop vocational competence through the internship. I further agree to comply with the following conditions of the internship:

CONDITIONS OF INTERNSHIP

Time

The student intern must be on the job regularly and punctually. Interns have the same responsibilities and obligations as other regular employees of the organization. Interns may not ask their employer for or take time off from work for any university requirements without first consulting with your RU faculty supervisor. Students are responsible for scheduling their coursework and internship work hours so that there are no conflicts.

Absence from Work

The tasks performed by students in their internships are part of a carefully planned and scheduled program of work. A student's absence from work necessitates replanning and rescheduling of important activities. In case of sickness or other emergencies that require an intern's absence from work, the employer should be notified as early as possible. If an absence will cause the student to miss a full week or more, then his/her faculty supervisor must also be notified. Family and personal vacations do not constitute a valid reason for missing work.

Layoff

Any student intern, who is permanently or temporarily laid off or terminated, must notify the Radford University School of Communication faculty supervisor.

Discharge or Desertion

A student who leaves the internship without prior approval of RU supervising faculty or who conducts themselves on the job so as to cause termination will be subject to disciplinary action which could result in suspension from the university.

Failure on Job

Any student who, although not discharged immediately by the employer, fails to perform in a satisfactory manner shall be brought before the proper academic committee for appropriate action. A grade of "F" will be assigned.

Finding Jobs

Under certain conditions, the student may be permitted to work on a job that he or she has found. He/she must petition his/her Internship Supervisor for approval of such work before accepting the job. The student is expected to conduct himself/herself in this internship in the same manner as in any job. Approval of the petition is based on the following considerations: (1) The job of the student's own finding must be the equivalent (in training potentialities and application to the student field of study) of any job that the department can provide for the student. (2) Existing assignments with internship employers must be given priority.

It is understood that during the period of the internship, the student is to give primary concern to the accomplishment of internship objectives and secondary concern to his/her status as employee.

Health Problems

The student may occasionally have a health problem which will have a significant effect on his/her placement in an internship. It may be a physical defect which will hurt his placement possibilities, or it may be a condition requiring extensive or unusual medical or surgical treatment. In some cases, it will require removal from a particular internship or a leave of absence for all or part of a semester. Regulations require that the student discuss the problem with his/her Internship Supervisor and write a petition for appropriate action. The Internship Supervisor may refer the student to the university health department, where, after an exchange of information with the family physician, a judgment will be made with respect to the legitimacy of the request. In most cases, the student will be asked to sign a statement releasing the health information so that the health department may disclose the necessary facts to the Internship Supervisor. Also, the Internship Supervisor is given permission, through the signed statement, to use the information with potential or existing employers to the best advantage to the student. Whenever surgical or medical treatment is elected, the student must petition in advance. When emergency conditions prevail, the petition must be filed with the Internship Supervisor as soon as possible after the emergency.

PROFESSIONAL LIABILITY

Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus, are protected by the state's self-insured medical malpractice coverage or by the state's self-insured liability coverage. The student must be engaged in activities which are in the approved course practicum. Activities outside the approved course practicum are not covered.

PERSONAL INJURY

I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself arising from or connected with my placement as intern with the agency named below.

NAME OF INTERNSHIP AGENCY: _____

RATE OF PAY (if applicable): \$ _____ PER _____

PERIOD OF INTERNSHIP: _____ THROUGH _____

IN WITNESS WHEREOF, I have caused the AGREEMENT to be duly executed intending to be bound thereby.

BY: _____
(Signature of Student)

ADDRESS: _____

DATE: _____