GMU COMMUNICATION 450: INTERNSHIP IN COMMUNICATION (3 credits)

APPLICATION (r.5/2017)

**Overview**: An opportunity to receive on-the-job training through an approved fieldwork / experiential learning program. Focus: to work on projects which develop skills and / or apply theory in various communication areas: mass media – journalism / production, social media, public relations, interpersonal, organizational, marketing, etc.

* Intern completes about 150 or more internship hours (15 weeks @ 10 hours/week) during the semester.
* Intern attends and completes assignments for Comm 450 in-class workshops & guest speakers.
* Internships are usually located off-campus, however, w/ permission; on-campus approval is feasible.

Comm 450 Can be Taken Twice: Each for 3 credits

* When the student intern successfully completes the 1st Comm 450: Internship in Communication …
* with in-class learning & experience + a passing grade of “C”, a 2nd Comm 450 course can be taken.
* Internship #2: Application & registration is the same as Internship #1 (Complete Attachments A-B-C-D-E).
* Internship #2: Can be with a different company – in another city – state – abroad, OR

 It can be with the same company with a different set of learning objectives and tasks.

* Internship #1: REQUIRED to attend all in-class course sessions + complete all Comm 450 assignments.
* Internship #2: **NOT** required to attend any class session & complete only the journal entries & final paper.

Eligibility: Prospective interns meet the following minimum standards:

* Declared: Communication as a Major or Communication as a Minor or Journalism Minor

 or a Sports Comm Minor or Health Comm Minor or Political Comm Minor

* Completed: At least 60 hours of college credit and be at approximately college Jr/Sr standing.
* Completed: At least 15 hours of Communication credit courses
* Acquired: Minimum overall Grade Point Average (GPA) = 2.5

*Waiver Request*: If you do not meet minimum credits or GPA requirements, but still have an interest, the

 Communication Dept Intern Committee “might” consider a waiver on a case-by-case basis.

COMM 450 Course Objectives:

* To integrate theoretical and practical knowledge of communication
* To provide a laboratory and technical instruction beyond the classroom setting
* To facilitate student entry into the job market after graduation

Application Steps – Approval – Registration: Complete/submit all steps by end of the 2nd week of term.

**#1 REGISTER**: for Comm 450 on Patriotweb

**#2 SEARCH**: Students search for his/her own internship, i.e. Indeed.com or Monster.com

* Website: GMU Comm Dept Internship / Job Newsletter published Fridays + posted on the website

[**http://communication.gmu.edu/undergraduate/internships-careers**](http://communication.gmu.edu/undergraduate/internships-careers)

* Hire Mason: GMU Career Services < careers.gmu.edu > or visit the Career Services Office

**#3 APPLY**: to the company /organization (intern can be unpaid, paid, or awarded a stipend)

* After acceptance: Intern student learns the expectations and criteria for the intern experience.
* Objectives: Student + Agency discuss the application contract and task expectations.
* Formulate/Agree: To the internship objectives and write onto the application contract form.

**#4** **COMPLETE / SIGN ENTIRE APPLICATION**: LEARNING AGREEMENT / CONTRACT – Parts: A.B.C.D.

* **Student Signature**: w/ listed objectives/tasks – dates – times – locations – contact info (legible)
* **Site Supervisor Signature**: Agency agrees to + signs the Agreement/Contract (A. & B.)
* **Duplicate the document:** for the intern – the agency supervisor – the internship coordinator (original)

**#5** **ASSEMBLE APPLICATION**: Include ALL in this order – **HARD COPY** – Incomplete applications returned.

 **Attachment A: Completed Experiential Learning Agreement / Contract form w/ objectives + signatures**

 **Attachment B: General Terms and Conditions – signed by Student Intern & Site Supervisor**

 **Attachment C: Official Consent Agreement – signed by Student Intern**

 **Attachment D: General Information – agreed to and signed by Student Intern**

 **Attachment E: An unofficial transcript – printed from Patriotweb**

**#6 SUBMIT CONTRACT**: **A-B-C-D-E** to Intern Coordinator (Comm Dept. ROB A#307) for final approval

ATTACHMENT A: LEARNING AGREEMENT / CONTRACT

**George Mason University**

**THIS EXPERIENTIAL LEARNING AGREEMENT / CONTRACT:** with the site and site supervisor,

dated this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ (the “Effective Date”), is made by and among

**STUDENT INTERN NAME** (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

**SITE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

George Mason University (“University”) (together, the “Parties”).

The purpose of this Agreement / Contract is to place students in a work assignment with the Site, as part of an experiential and learning course of study, offered by George Mason University for academic credit. (**PRINT legibly**)

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT CELL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List 6 “Intern Learning Objectives”** you and the agency plan to accomplish during the internship (tasks/responsibilities).

 Review: Your original internship description + discuss objectives w/ your company internship supervisor

 Consider: Career – Skills – Personal Development, or academic learning and application of classroom knowledge

 Use: The **S.M.A.R.T**. Model: **S**pecific – **M**easurable – **A**ttainable – **R**esults-Focused – **T**ime-Focused

 Examples: to improve my skills working with social media – to learn the methods involved in research legislation –

 to write press releases – to improve video production or editing skills – to organize or analyze data

1.

2.

3.

4.

5.

6.

**SIGNATURES**: The Student, the Site, and University agree with the above terms on this **Attachment A**, and with the

 terms and conditions on **Attachment B**, and reviewed the **Site Supervisor Final Intern Evaluation** form.

Student Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

University Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

The following documents are attached **IN HARD COPY** and are incorporated by reference:

 **Attachment A: Completed Experiential Learning Agreement / Contract form w/ objectives + signatures**

 **Attachment B: General Terms and Conditions – signed by Student Intern & Site Supervisor**

 **Attachment C: Consent Agreement – signed by Student Intern (and parent, if applicable)**

 **Attachment D: General Information – signed by Student Intern**

 **Attachment E: Unofficial transcript – hard copy from Patriotweb**

**ATTACHMENT B: GENERAL TERMS AND CONDITIONS**

**(GMU: EXPERIENTIAL LEARNING AGREEMENT)**

1. **Term and Termination.** This Agreement may be terminated at any time without cause by the Site or the

 University.

1. **Definitions.**

a. “Site Supervisor” means a Site employee, member, or volunteer, who is responsible for monitoring and

 supervising the Student throughout the Program.

b. “Program” means the structured learning experience at Site, in which Student performs work under the

 supervision of the Site Supervisor.

c. “Faculty Supervisor/Coordinator” means a GMU faculty member who places and monitors the student in the internship program.

1. **Site Responsibilities.**

a. *Site Supervisor.* Site shall provide Student with a Site Supervisor.

The Site Supervisor shall monitor and supervise the Student throughout the Program.

b. *Insurance.* Site shall maintain in force during the Term general and professional liability insurance,

 insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount

 not less than $2,000,000 aggregate. Site will provide University a Certificate of Insurance. Site agrees

 to advise University of any changes in this insurance policy. Evidence of insurance shall be provided

 ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance

 shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no

 longer required by this agreement.

c. *Compliance with Laws.* The Site shall at all times remain in compliance with all Federal and State

 laws and regulations which may affect the Program.

d. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with

 Student’s placement.

**5. University Responsibilities.**

 a. The University agrees to assign to Site only those students who shall have successfully completed

 any necessary prerequisite courses.

 b. The University assigns a Faculty Supervisor to monitor the Student throughout the Program.

 c. The University is responsible to Student for academic supervision and grading.

**6. Student Responsibilities**

 a. *Registration.* Student must register and pay tuition for the course prior to the Program commencement.

 b. *Insurance.* Student shall at all times maintain sufficient health, accident, disability and hospitalization

 insurance for the duration of the Program. Student shall be responsible for any expenses incurred due

 to injury, illness or damage suffered during the course of the Program.

 c. *Honor Code*. Student understands and agrees that he/she is at all times during the Program bound by

 the George Mason University Honor Code, and that Program activities are subject to the Honor Code.

 d. *Consent Form*. Student agrees to sign the consent agreement attached as **Attachment C**.

**7. General**

 a. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent

 contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except

 for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall

 be construed to create any partnership or joint venture between the parties.

 b. *University Liability.* As a state agency, the University is self-insured under the Commonwealth of

 Virginia Risk Management Plan. To the extent provided by the laws of the Commonwealth of Virginia,

 University shall be responsible for the ordinary negligent acts or omissions of its agents and

 employees causing injury to another person. Nothing herein shall be deemed a waiver of the

 sovereign immunity of the Commonwealth of Virginia.

 c. *Nondiscrimination*. The Parties agree not to discriminate on the basis of race, color, religion, national

 origin, gender, sexual orientation, disability or age.

 d. *Confidential Information*. No party shall disclose or use any information of a private, confidential or

 proprietary nature, or any other trade secret, without prior written authorization, except as required by

 law.

 e. *Federal Employee*. As required by some U.S. Government agencies, Student is not to be considered

 a federal employee for any purpose other than either of the following:

 (i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.

 (ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers’ Compensation Programs, U.S. Department of Labor for adjudication.

 f. *Amendment to Agreement*. No amendment or modification of this Agreement shall be valid unless in

 writing and executed by authorized representatives of the Parties.

 g. *Applicable Laws*. This Agreement shall be construed, governed and interpreted pursuant to the laws

 of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under

 such laws, the other provisions or parts of this Agreement will remain in full force and effect. All

 disputes arising under this contract shall be brought before a court of competent jurisdiction in the

 Commonwealth of Virginia.

 h. *No assignment*. No party shall assign or otherwise transfer its rights or delegate its obligations under

 this Agreement without all Parties’ prior written consent. Any attempted assignment, transfer, or

 delegation without such consent is void. All of the terms and provisions of this Agreement are binding

 upon and inure to the benefit of the Parties and their successors and assigns.

 i. *Force Majeure*. Neither the University nor the Site will be responsible for any losses resulting from

delay or failure in performance resulting from any cause beyond such Party’s control, including without

 limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

 j. *Final Agreement*. This Agreement is the complete and final agreement between the parties and

 supersedes all prior oral or written agreements with respect to the subject matter herein.

 k. *Advertising*. Site shall not use, in its external advertising, marketing programs or promotional efforts,

 any trademark, mark, data, pictures or other representation of the University except on the specific

 written authorization in advance by the University.

 l. *Intern and Internship*. Can be paid, unpaid, or awarded a stipend for the 150 hours of intern work.

**Student Intern Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Supervisor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT C: CONSENT AGREEMENT**

**GEORGE MASON UNIVERSITY**

**(EXPERIENTIAL LEARNING)**

Students participating in a for-credit internship must sign this Consent Agreement to indicate agreement with the terms and conditions of the Agreement / Contract and permission to participate.

* If under 18 years of age, a parental or guardian must also sign and approve.

**Student Name:**  \_\_\_\_\_\_\_ **Student ID G#:**  \_

* I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk.
* I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.
* I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses.
* My signature below verifies that I am covered by such insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND

AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Intern Participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Participant Semester/Academic Year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian

(If Student is under the age of 18)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parent or Guardian

ATTACHMENT D: Assignments / General Information

Comm 450 Can be Taken Twice for 3 Credits: Register for Comm 450 on Patriotweb

* When the intern successfully completes Comm 450 Internship#1, a 2nd Comm 450 course can be taken.

Requirement: Completed the in-class experience / learning + acquired a passing grade of “C” or better.

* The internship experience can be with a different company – in another city – state – abroad. OR

 It can be with the same company with different learning objectives and tasks.

* Application & Registration for Internship #2: (Comm 450) is the same as Internship #1

1. Complete: Application, Agreement, Consent, Transcript w/ signatures (Attachments A-B-C-D-E)

2. Class Session: Intern DOES NOT attend the in-class sessions.

3. Assignments: 3 x Journal Paragraphs (posted on Blackboard) + the Experiential Learning Paper.

**Work & Internship hours on the job**:

The number of intern hours is only one of several factors that determine the appropriateness of an internship.

* Quality of the Learning Experience: Opportunity for the student intern to apply elements of communication theory, and course learning in real world situations.
* Work hours for a 15-week semester (the usual):
* Number of Hours: An intern usually spends approximately 10 hours per week on-the-job.
* Minimum Required: 150 experiential internship work hours or more for 3 course credits.
* Alternative Schedule: Arranged by Site Supervisor, i.e. more hours during a spring break, etc.
* More Work Hours: Encouraged and often required by the agency / organization.

Tips: Getting the most out of your internship:

This involves making some effort to explore how the theory you learned in the university setting can be applied in real world settings, and then taking initiative in making your internship a good learning experience.

* Research the Company:
* Background knowledge and understand what the company does and with whom.
* The better prepared you are the more responsibility you will have and the more you will learn.
* Consider this internship as your job.
* Make a habit of being punctual.
* Be careful of taking on too many tasks.
* Be patient.
* Attitude is an important aspect of enjoying a successful internship.
* Interns may not always get to accomplish tasks/jobs they would like to be doing.
* A helpful attitude will enhance your internship experience.
* Conduct: A preliminary communication audit of your work setting.
* What are clear patterns of communication?
* How do formal and informal networks figure in?
* Is your agency directly involved in conducting mediated messages for an audience?
* How does that affect communication channels within the organization?
* Any recommendations to enhance the communication effectiveness of the organization?
* Keep a journal of your experience at the workplace.
* Jot down reactions, feelings, observations, events, problems, processes, whatever strikes you about your communication environment.
* Review the journal entries re: your overall experience.
* Identify: Any particular communication conflict that occurred or keeps recurring in your workplace.
* Is hierarchy or power somehow involved?
* What steps might be taken to resolve the conflict?

Complaints/Problems:

* Direct issues/concerns to: Internship Coordinator, or Comm Dept Associate Chair, Dr. Tim Gibson.
* A dissolved internship: Contact the internship coordinator as soon as possible.

Comm 450 Course Assignments: The course is based on a 500 point scale.

**A. Internship Work Experience: (300 points)**

* Complete approximately 150 hours of on the job learning experience with the internship company.
* Average: 15 week semester @ 10 hours/week, or as arranged by the internship site supervisor.
* The site supervisor completes an evaluation form, disseminates and awards this grade.

B. Comm 450 Class and Assignments: (200 points)

* Required: Final written internship report/paper + a prepared 4 to 5 minute oral presentation to the class.

 **1. Written Report: (50 points)** Approximately 4 – 5 double spaced pages

 Include the following, but not limited to …

* Overview: Discusses the internship experience. Brief and honest re: what you actually accomplished
* Comments on your original learning objectives + a review of how successful you were in meeting them.
* Provide a brief discussion re: any problems encountered and how you attempted to solve each.
* Apply **only one** of the following communication theoretical areas to the last portion of your paper.

Explain how the selected area had an impact on your internship.

* Organizational Comm – Gender Comm – Interpersonal Comm – Intercultural Comm –

Political Comm – Public Relations – Health Comm – Journalism – Mass Comm

* Writing: APA format. Apply all the rules of effective organization and excellent writing skills.
* Due Date: Last day of the scheduled course sessions = the date you deliver your oral report.
* Late Papers: Or, those not adhering to the above guidelines receive penalty points.

 **2. Oral Presentation: (20 points)**

* Time Limit: Each student delivers a 4 – 5 minute oral report on his/her internship.
* Date: Presented on the last class session w/ the final written report.
* Artifact: Bring an artifact of something you have accomplished during the internship.
* Content: Not to be an accounting of all your work, moreover, it is an analysis of …
* What you learned.
* What you experienced that can be of help to the other members of the class.
* Share experiences – good or bad – allows class to benefit from those experiences
* Use: Speaking outline – effective speaking skills – prepare – practice – time your rehearsals
* Reading: An unprofessional delivery if you are just reading from a script.

 **3. Career Development / Management: (55 points)**

* Resume Improvement – Cover Letter Improvement – Thank you Letter – Hire Mason – LinkedIn

 **4. Interviewstream: (15 points)**

* Complete the interactive Comm 450 Interviewstream <careers.gmu.edu>

 **5. In-Class Participation: (30 participation points)**

* 5 x class sessions @ 5 - 10 participation points each interactive session
* Career Management + Career Profile Development (Hire Mason + Linked-In)
* Networking
* Interviewing + Recruiting

 **6. 3-4 Journal Paragraphs: (30 points)**

* Monthly journal / internship reflection paragraphs - posted on Blackboard

**SIGNATURE Student Intern**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

George Mason University

Communication Department Internship Program

### FINAL INTERN EVALUATION

### Completed by the SITE SUPERVISOR at the end of the internship.

* Thank you for taking the time to provide final job performance feedback to the intern and coordinator.
* Please use this form for intern assessment at the end of the internship (approximately 150 work hours).
* Your input (#1. # 2. #3.) and final internship grade (#4.) are vital to the student’s internship experience.
* The Site Supervisor should retain a copy of this form, and an electronic copy will be sent to your email.
* Email the completed evaluation to:
* Susan Tomasovic: GMU Communication Department Internship Coordinator
* stomasov@gmu.edu or FAX: (703) 993-1096
* Any questions re: the evaluation process contact: S. Tomasovic (703) 993-1098, or stomasov@gmu.edu

##### Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Company*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Site Supervisor*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Phone*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*E-mail*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Learning Objectives / Task Descriptions:**

* Evaluate the intern on his/her performance of the learning objectives as described on the contract or the internship task and responsibility descriptions using the following scale.
* If the intern did not complete work listed as an objective, please provide an explanation.

5=well above average 4=above average 3=average 2=below average 1=well below average

|  |  |  |
| --- | --- | --- |
| Learning Objectives—Task Description or work completed | Rating |  **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

##### 2. General Performance: Please use the following scale and provide comments as appropriate.

5=well above average 4=above average 3=average 2=below average 1=well below average

|  |  |  |
| --- | --- | --- |
| **Category** | **Rating** |  **Comments** |
| Dependability |  |  |
| Ability to work with others  |  |  |
| Initiative in accomplishing tasks |  |  |
| Ability to meet deadlines |  |  |
| Ability to work independently |  |  |
| Ability to use constructive feedback |  |  |
| Quality of work completed |  |  |
| Openness to new ideas and responsibilities |  |  |

**3. Please identify: Strengths and areas for improvement:**

Intern strengths in performing internship tasks.

Any areas where the intern might improve the job performance.

###### Comments: As internship coordinator, I and we at the Communication Department appreciate the

######  time you have taken to work with our intern and complete this evaluation.

Please comment on ways we could make this a more positive experience for both your company and the intern.

**4. Final Student Internship Grade:**

###### Based on the above areas, circle the assigned grade for the intern for his/her current job performance

###### & then enter the grade: A A- B+ B B- C+ C D F

**Final Grade: \_\_\_\_\_**

Signature - Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Check if you would like the GMU internship coordinator to contact you to discuss

 the evaluation of your GMU Student Intern.

Thank you so much for working with GMU and our Communication student.

Susan Tomasovic and the GMU Communication Department

GMU Comm 450 Internship Coordinator

Robinson Hall #307

Email: stomasov@gmu.edu

Office: 703-993-1098

Address:

Commuication Department #3D6

4400 University Drive

Fairfax, VA 22030