

GMU COMMUNICATION 450: INTERNSHIP IN COMMUNICATION Application

<https://communication.gmu.edu/undergraduate/internships-careers>

Application Directions: Overview + Process (variable 0 – 6 college credits) + Contract

Objectives: Opportunity to receive approved on-the-job experiential learning in various fields of communication e.g. journalism, social or mass media, PR, sports, health, politics, marketing, management, etc.

- to integrate theoretical and practical knowledge of communication beyond the classroom
- to develop professionalism – assist & facilitate student entry into the job market after graduation

Intern Eligibility: Meet the following minimum standards:

- Declared: Communication Major – **or** – any Comm Minor: Health – Journalism – Political – Sport
- Completed: At least 60 college credits – Jr / Sr level college standing – Overall GPA 2.5 or higher
- Completed: At least 12 credits of communication courses - minimum GPA of 2.5

Any QUESTIONS: Email Comm Dept Intern Coordinator: (S. Tomasovic) stomasov@gmu.edu

Waiver Request: On a case-by-case basis, e.g. minimum requirements or GPA are not met,

Logistics: **Paid – unpaid** – receive stipends – reimbursements – full time – part time

SEARCH for: Your **own** internship: Internships.com, Glassdoor, Handshake, LinkedIn

- Locations: Usually Off-Campus: GMU on-campus internship should acquire approval.
Virtual Internships: Regionally or w/in the 50 states (company should have an address)

Credit Hours: Select work hours + number of credit hours earned (**0 – 6 variable course credits**).

- 0-1 credits = 50 hours of intern work during the term – with Comm 450 in-course assignments
- 2 credits = 100 hours of intern work during the term – with Comm 450 in-course assignments
- 3 credits = 150 hours of intern work during the term – with Comm 450 in-course assignments
- 4 credits = 200 hours of intern work during the term – with Comm 450 in-course assignments
- 5 credits = 250 hours of intern work during the term – with Comm 450 in-course assignments
- 6 credits = 300 hours of intern work during the term – with Comm 450 in-course assignments.

REGISTRATION PROCESS: Complete ALL Application **STEPS #1 – #8** before **WEEK #1** of TERM!

#1 APPLY TO: A company / organization for an internship ... THEN ... ACCEPT the internship

#2 DISCUSS: Contract **A–B–C–D–E–F** + work expectations + write objectives w/ site supervisor

#3 CONTRACT: Complete Agreement Contract w/ your site supervisor – add all signatures w/ dates.

#4 CHECKLIST: **Required: Assemble + Email ALL Sections A – B – C – D – E** (in order)

ALL Information must be correct with LEGIBLE information & signatures

- ✓ Attachment **A:** **Learning Agreement / Contract:** Intern + Site Signatures w/ correct information
- ✓ Attachment **B:** **General Terms and Conditions:** Intern + Site Supervisor Signatures
- ✓ Attachment **C:** **Official Consent Agreement:** Agree + Intern signature only
- ✓ Attachment **D:** **Comm 450 Course Overview / Info:** Agree + Intern signature only
- ✓ Attachment **E:** **Unofficial transcript from Patriotweb:** in full ... **NOT** a degree progress

#5 EMAIL to: Comm Dept Internship Coordinator – Susan Tomasovic – stomasov@gmu.edu

#6 Retain copies: Your responsibility **#1** Intern retains a copy **#2.** Agency / Site retains a copy

#7 Incomplete /Late: Application is NOT PROCESSED. You will not be able to register for selected credits

#8 Credit Approval: Only after contract approval - INTERN is notified to register on Patriotweb for credits

ATTACHMENT A: LEARNING AGREEMENT / CONTRACT

George Mason University: Communication Department

GMU, together w/ the site/agency and site supervisor do agree to place this student in an experiential learning assignment, as part of a GMU course of study.

Intern completes the objectives + work hours DURING the term for which you are registered.

INTERN STUDENT NAME + G#:

List Number of College Credits Completed:

INTERN GMU Email:

INTERN Working Cell #:

1. **LIST:** TYPE of Comm Internship (example: PR, media, journ, political):
2. **LIST:** 2 "Completed" COMM courses # + name that "complement" this TYPE of internship
 - a.
 - b..

Organization / Agency Name:

Organization / Agency Official WEBSITE:

Site Supervisor Name:

Supervisor Official (Company) Title:

Supervisor (Business ONLY) Email:

Working (Business) Phone Numbers:

Company (Physical) Address:

City / State:

WORK DAYS: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Agreed # work hours/ week + work times of day:

Designate: Paid – unpaid – stipend

SELECT # of College Semester Credits for this contract agreement:

EXACT START DATE (Month + Day + Year):

EXACT END DATE (Month + Day + Year):

LIST: 4 Intern Learning Objectives: Tasks/responsibilities **you + the agency** plan to accomplish

Learning is an action that involves a cognitive process. **Outcome** is a measurable observable event. Learning objectives are concise written statement of knowledge and skills students will acquire upon completing the internship program, and an explicit statement of what students should know or be able to do.

- Discuss: Experiential learning w/ your company designated internship site supervisor
- Consider: Career – Skills – Personal Development – Academic Learning & knowledge
- Follow: **S.M.A.R.T. Model: Specific–Measurable–Attainable–Results Focused–Time Focused**
Examples: to conduct on-line marketing research; to monitor – or – post blogs
- **Upon completing this internship (experiential learning), the intern will be able to...**

- 1.
- 2.
- 3.
- 4.

ASSEMBLE ALL Docs: A–B–C–D–E ... in order + email to coordinator ... stomasov@gmu.edu

Contract Agreement:

ALL parties (intern + site agency) have reviewed, agreed upon, and signed the terms in

- Attachment **A:** Learning Agreement / Contract: Original signatures + All correct information
Attachment **B:** General Terms & Conditions: Signatures of Intern + Site Supervisor
Attachment **C:** Intern Consent Agreement: ONLY Intern Signature of Consent
Attachment **D:** Comm 450 Course Information: ONLY Intern Signature of Course Agreement
Attachment **E:** Patriotweb Unofficial Transcript: In full – **REQUIRED** (NOT a degree progress)
Attachment **F:** Site Supervisor Final Evaluation: **Reviewed** by Intern and Site Supervisor

This Learning Contract Agreement is made this ...

Date (Month + Day + Year):

With ... Agency Site Supervisor Signature:

PRINTED Supervisor Name:

Student Intern Signature:

Approval: GMU Comm Intern Coordinator Signature + Committee:

Date:

ATTACHMENT B: GENERAL TERMS and CONDITIONS
(GMU: INTERNSHIP EXPERIENTIAL LEARNING AGREEMENT)

1. Term and Termination.

- This Agreement may be terminated at any time without cause by the Site or the University.

2. 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 or with the agency, in which the student performs work under the supervision of a site supervisor.
- c. "Faculty Supervisor/Coordinator" means the GMU faculty member who monitors the student in the internship for college credit program.

3. Site Responsibilities.

- a. *Site Supervisor.*
 - Site shall provide the student with an acting Site Supervisor.
 - The Site Supervisor shall monitor and supervise the student throughout the internship program.
- b. *Insurance.*
 - Site shall maintain in force during the term of internship general and professional liability insurance, insuring itself and its agents and employees for their acts.
 - Site can provide University with a separate Certificate of Insurance, if necessary.
 - Site agrees to advise University of any changes in this insurance policy.
 - Evidence of insurance can be provided 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. Site shall become familiar with the U.S. Department of Labor's Fact Sheet #71 under the Fair Labor Standards Act, Fact Sheet #71 (updated Jan. 2018): <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships> .
- d. *Disclosure of Known Risks.* The Site shall disclose to student known risks associated with student's placement.

5. University Responsibilities.

- a. The University assigns a faculty supervisor to monitor the student intern throughout the program.
- b. The University is responsible to the student for academic supervision and grading.

6. Student Responsibilities

- a. **Registration.** Student registers and pays 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, 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. **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.
- k. **Compensation.** Internship can be paid, unpaid, or awarded a stipend (e.g. travel, meals).
- l. **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.
- m. **Intern work hours:** Variable, usually 140–150 hours (10 hours/week for 15 weeks) for 3 college credits.

We have read, understand, and agree with the terms & conditions of Attachment B.

Site Supervisor Signature + Company Name:

Date:

Intern Signature:

Date:

ATTACHMENT C: INTERN CONSENT AGREEMENT

GEORGE MASON UNIVERSITY

COMM 450: Internship in Communication

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.

Student Name:

GMU G# :

- I am voluntarily participating in a 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 the internship course 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 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 (ATTACHMENT C), AND
AGREE and CONSENT TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.***

Intern Signature:

Date:

Semester & Academic Year:

ATTACHMENT D: Comm 450 Course Information / Expectations / Assignments

1. **Tips for getting the most out of your internship:** Consider this internship as your job !
 - Understand how comm theory learned in courses can be applied in real world settings.
 - Make this a good learning experience. Research, know & understand the company mission.
 - Think professionalism. Be punctual. Be patient. Meet deadlines.
 - Attitude is important for success & enhances the experience, even if tasks are remedial.
 - Keep a journal of your workplace experiences, communication environment & hierarchy.
 - Conduct a work setting communication audit, e.g. patterns & types of communication
 - Observe & take note of: Procedures – events – problems / conflicts – feelings – reactions
2. **Internship Experiential Work Experience:** **60% of final grade**
 - a. Complete: Designated intern work hours as learning experience w/ the internship agency.
 - b. Final Evaluation: **Attachment F** is completed by Site Supervisor at the END of internship term.
This is your responsibility to ensure the Site Supervisor has sent this.
3. **Comm 450 Learning & Assignments (Career Development):** **40% of final grade**
 - a. Learning: View Videos + PPT career development learning lectures + listen to guest speakers
Meet w/ Intern Coordinator via email or zoom ONCE (as needed during the term).
 - b. Assignments: Video Resume / Bio Self-Introduction / Handshake & LinkedIn Profiles
Resume & Cover Letter development + (virtual) Interviewstream + Journal Writing
Internship Reflection Written Report + Artifact + Oral Presentation of Experience
Thank you letter to site supervisor
(Short or Extensive Research Paper on Site / Organization - depends on # of credits)
Intern of the Week (to further expand your on-line social media presence
 - Features the intern on the Comm Dept website, twitter, Instagram, Facebook
 - Intern may OPT-OUT, however, the assignment is still due
5. **GMU Text: Career & Readiness Guide <https://careers.gmu.edu> – Required – FREE – Online**
 - Career Services – Hard copy – Career Services SUB I, Room 3400 (703) 993-2370
6. **Internship Issues – Complaints – Problems:**
 - Direct issues / concerns to: Internship Coordinator or the Comm Dept Associate Chair
 - A dissolved internship: Contact the internship coordinator immediately
7. **SELECT # of Semester Credit Hours + SIGNATURE:** (0 – 6 variable course semester credits).
For **0-1 credit** = Complete approximately 50 hours of intern work + Comm 450 assignments
For **2 credits** = Complete approximately 100 hours of intern work + Comm 450 assignments
For **3 credits** = Complete approximately 150 hours of intern work + Comm 450 assignments
For **4 credits** = Complete approximately 200 hours of intern work + Comm 450 assignments
For **5 credits** = Complete approximately 250 hours of intern work + Comm 450 assignments
For **6 credits** = Complete approximately 300 hours of intern work + Comm 450 assignments

***I HAVE READ AND UNDERSTAND THE ABOVE COMM 450 EXPECTATIONS (ATTACHMENT D),
AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.***

of college semester credits (for this Comm 450 & internship contract agreement):

Intern Signature:

Date (Month-day-year):

ATTACHMENT F: FINAL INTERN EVALUATION / APPRAISAL

GMU Communication Department Internship Program

- Completed by the **SITE SUPERVISOR** at the end of the internship semester / term.
- Final end of term intern performance use this form below (with/without comments), **OR**,
 - use a company form (with or without comments), **OR**, one of your own design

We, in the GMU Communication Department, appreciate the time you have taken to work with and guide our communication intern. A sincere THANK YOU, and for providing a final intern appraisal.

#1. Student Intern Name:

#2. Company/Agency of Internship:

Site Supervisor Name:

Supervisor Title:

Working Phone #: + email

Site Supervisor Signature:

Date:

ENTER: Approximate **# of hours/week** intern worked + **# of weeks:**

#3. Select / Enter: Final Student Intern Grade:

Excellent/Exemplary Well Accomplished/Good Satisfactory/Average Sub-standard/Unsatisfactory
A **A –** **B+** **B** **B –** **C+** **C** **D** **F**

#4. General Performance: Please use the scale to rate the intern. **Optional comments.**

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

Rating

Category

Optional Comments?

Dependability / Ability to Meet Deadlines

Ability to Work w/ Others / Patience / Courtesy

Ability to Work Independently / Initiative in Accomplishing Tasks

Organizational Skills

Communication Skills

Knowledgeable / Quality of Work Completed

Ability to Accept and Use Constructive Feedback

Confidence and Enthusiasm

#5. Learning Objectives / Task Descriptions / Work Completed + Rating:

- Identify the 4 main learning objectives as described in the original contract agreement.
Evaluate the intern's performance re: tasks and responsibilities.

Rating + Identify Learning / Task Descriptions – or – Work Completed

Optional Comments?

1.

2.

3.

4.

#6. Optional: Any additional feedback? Intern strengths / improvements, or Comm Dept suggestions?

#7. Email to: stomasov@gmu.edu

Susan Tomasovic

Internship Coordinator

Communication Department #3D6

George Mason University

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