GMU COMMUNICATION 450: INTERNSHIP IN COMMUNICATION Application
https://communication.gmu.edu/undergraduate/internships-careers

Follow Directions: Read & Complete Application Contract (Company Site Supervisor assists)

Objectives: To receive approved on-the-job experiential learning in various comm related fields i.e. PR, social media, journalism, radio, TV, sports, health, politics, marketing, management, HR, admin, educ.
- to integrate theoretical and practical knowledge of communication beyond the classroom
- to develop professionalism and assist student entry into the job market pre or post-graduation

Eligibility: Meet most of the following minimum standards:
- Declared: Comm as a major – or – any Comm minor – or – comparable experience / coursework
- Completed: Approximately 60 college credits – Overall 2.5 GPA or higher
- Completed: Approximately 12 credits of comm or related course work w/ a 2.5 GPA or higher

WAIVER Request: Case-by-case, i.e. major / minor, # of credits, GPA, comparable experience/coursework
- Email inquiry to: Comm Intern Coordinator: (S. Tomasovic) stomasov@gmu.edu

Work Options: Full time – part time – employed – paid – unpaid – receive stipends or reimbursements

Locations: Any state – or – virtual – or – with GMU (Required: a company website + address)

SEARCH for:
- Own internship via Comm student listserv, Internships.com, Handshake, LinkedIn, etc.

Credit Hour Request: Select work hours + number of credit hours (0 – 6 variable course credits).

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1 credit</td>
<td>50</td>
<td>Complete generally 50 hours of intern work during the term + Comm 450 assignments</td>
</tr>
<tr>
<td>2 credits</td>
<td>100</td>
<td>Complete generally 100 hours of intern work during the term + Comm 450 assignments</td>
</tr>
<tr>
<td>3 credits</td>
<td>150</td>
<td>Complete generally 150 hours of intern work during the term + Comm 450 assignments</td>
</tr>
<tr>
<td>4 credits</td>
<td>200</td>
<td>Complete generally 200 hours of intern work during the term + Comm 450 assignments</td>
</tr>
<tr>
<td>5 credits</td>
<td>250</td>
<td>Complete generally 250 hours of intern work during the term + Comm 450 assignments</td>
</tr>
<tr>
<td>6 credits</td>
<td>300</td>
<td>Complete generally 300 hours of intern work during the term + Comm 450 assignments</td>
</tr>
</tbody>
</table>

Registration Process: Complete / Submit ALL Application STEPS 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.

Incomplete: Contract is not processed. You will be contacted to resubmit a full completed contract

#4 REQUIRED: Complete + Assemble + Submit via Email ... all Sections ... A–B–C–D–E (in order)

ALL Information must be correct w/ 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 Submit: Email to Comm Dept Intern Coordinator – Susan Tomasovic – stomasov@gmu.edu

#6 Retain copies: Your responsibility #1. Intern retains a copy #2. Company or Site retains a copy

#7 Verification: All application site supervisors are contacted, and the company website info is verified.

#8 Registration: After contract approval = intern is notified to register on Patriotweb for selected credits
ATTACHMENT A: LEARNING AGREEMENT / CONTRACT

George Mason University: Communication Department

GMU, together w/ the company 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 intern is registered.

STUDENT NAME + G#: 
- STUDENT GMU Email:
- STUDENT Working Cell #:

List # of total College Credits Completed:

1. Identify: TYPE of Comm Internship (i.e: PR, media, journalism, admin, etc.):

2. LIST: 2 “completed” Comm / Internship related courses (course # + name) that complements the internship
   a. 
   b.

Company / Organization Name:

Company Website (Official) – required:

Company Address (Physical) – required:

City + State:

Site Supervisor Name:
- Site Supervisor Title (Company – Official)
- Site Supervisor Email – Business only:
- Site Supervisor Phone Number/s – Business only:

Work Days + add Times of Day: Mon Tue Wed Thr Fri Sat Sun

Agreed total # work hours per week:

Designate: Paid – unpaid – stipend

Important: List number of term credits requested (0 – 6):

Intern Official Start Date (Month + Day + Year):

Intern Official 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 outcomes are concise written statement of knowledge and skills an intern will acquire upon completion, and an explicit statement of tasks the intern should be able to do / complete.
- Discuss: w/ the internship site supervisor the designated experiential learning
- Consider: Career – Skills – Personal Development – Academic Learning & knowledge
- Follow: S.M.A.R.T. Model: Specific – Measurable – Attainable – Results Focused – Time Focused (i.e. will create and post daily blogs on the company website)

Upon experiential learning completion, the intern will be able to demonstrate these skills / tasks:
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: Intern + Site Supervisor Signatures
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: Full – Required (NOT a degree progress)
Attachment F: Only Reviewed: Site Supervisor Final Intern Evaluation

This Learning Contract Agreement is made this …

Date (Month + Day + Year):

Signature – Agency Site Supervisor:

PRINTED Supervisor Name:

Signature – Student Intern:

Approval Signatures: GMU Comm Intern Coordinator + Committee Chair:

Date:
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.

   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.

5. 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 one 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.

**Signature** Site Supervisor + Company Name:

**Date:**

**Signature** Student Intern:

**Date:**
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 Intern 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.

Signature – Student Intern:

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.
   - Research, know & understand the company mission to make this a good learning experience.
   - Think positive attitude: Important for success. Enhances the experience, even if remedial tasks.
   - Keep a journal of workplace experiences, communication environment & hierarchy.
   - Conduct a work setting communication audit, e.g. patterns & types of communication

2. Internship Experiential Work Experience: 60% of final grade
   a. Complete: Contract 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: For career development / management follow modules + readings + view videos
      Meet w/ Intern Coordinator via email or zoom ONCE (as needed during the term).
   b. Assignments: for ALL Interns taking 1 – 6 credits
      - Handshake & LinkedIn Profiles – Resume – Cover Letter – Interviewstream –
      - 3 x Journal Writing – Thank You Letter – Oral Presentation w/ Internship work produced artifact
      - Intern of the Week (to further your on-line social media presence)
      - Features intern on Comm Dept social media – may OPT-OUT, however, assignment is still due
      - IF Registered for 5-6 credits: Assignments include a Company Interview + Research Paper

   - Career Services – Hard copy – Career Services SUB I, Room 3400 (703) 993-2370

6. Internship Issues – Complaints – Problems:
   - Please direct concerns to: Internship Coordinator or the Comm Dept Associate Chair
   - A dissolved internship: Immediately contact the internship coordinator (stomasov@gmu.edu)

7. SELECT # of Semester Credit Hours + SIGNATURE: (0 – 6 variable course semester credits).
   For 0-1 credit = Complete generally 50 hours of intern work during the term + Comm 450 assignments
   For 2 credits = Complete generally 100 hours of intern work during the term + Comm 450 assignments
   For 3 credits = Complete generally 150 hours of intern work during the term + Comm 450 assignments
   For 4 credits = Complete generally 200 hours of intern work during the term + Comm 450 assignments
   For 5 credits = Complete generally 250 hours of intern work during the term + Comm 450 assignments
   For 6 credits = Complete generally 300 hours of intern work during the term + Comm 450 assignments

   I HAVE READ & UNDERSTAND the above Comm 450 course expectations (ATTACHMENT D)
   AND AGREE TO BE BOUND BY THESE TERMS AS INDICATED BY MY SIGNATURE BELOW.

   RESTATE # of Term Credits 0 – 6 requested:
   Signature – Student Intern:
   Date (month-day-year):
ATTACHMENT F: GMU FINAL INTERN APPRAISAL / GRADE (Consolidated)
GMU Communication Department Internship Program

We, in the GMU Communication Department, appreciate the time you have taken to work with and guide our comm intern. A sincere THANK YOU to you and the company.

- Completed by the designated Site Supervisor at the end of the college internship term.
- Complete with or without comments – or - use a company form - or - your own design
- Email final end of term intern grade to: stomasov@gmu.edu – Internship Coordinator

#1. Intern Name:

#2. Company / Site of Internship:
   Site Supervisor Name:
   Supervisor Title:
   Working Phone #:+ email
   Site Supervisor Signature:
   Date:

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

#4. Select / Enter the Final Student Intern Grade:

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

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

- Identify the 4 main learning outcomes as described in the original contract agreement.
- 5=well above average  4=above average  3=average  2=below average  1=well below average

Rate Identify Learning / Tasks / Work Completed  Optional Comments?
1. 
2. 
3. 
4. 

#6. Optional General Performance Rating and / or Comments.

Rate 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

#7. Optional Additional feedback? Intern strengths / improvements, or Comm Dept suggestions?

#8. Email to: stomasov@gmu.edu
   Susan Tomasovic, Internship Coordinator
   Communication Department, Horizon Hall Suite #5200
   George Mason University, Fairfax, VA 22030
   Office: 703-993-1098