

**INTERNSHIP CONTRACT**  
**Department of Communication**  
**University of Texas at Rio Grande Valley**

**STUDENT INTERN**

(to be filled out by the student)

The student agrees to carry out the internship duties under the direction of a professional supervisor and a faculty sponsor. This includes meeting the requirements of the internship course. The student agrees to work 15 hours or more a week for a total of 210 hours for three semester hours of credit. The prerequisite for internships completed for academic credit is consent of the internship coordinator. Students must enroll in the internship course and complete the internship during the same semester to receive academic credit for the internship.

Name: \_\_\_\_\_

Semester/year of internship: \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

**Student's signature:** \_\_\_\_\_

**WORK SUPERVISOR**

(to be filled out by the professional)

The professional agrees to supervise the student's work, provide a learning opportunity in an appropriate work setting, consult with the intern on his/her performance, and report to the faculty coordinator on the intern's performance. Mid-term and final intern evaluation forms will be provided to the professional supervisor.

Place of internship: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Professional supervisor : \_\_\_\_\_

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

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Describe the internship duties (use back of form or attachment if necessary).

**Supervisor's signature:** \_\_\_\_\_

**FACULTY COORDINATOR**

(to be filled out by the internship coordinator)

Date of approval for academic credit: \_\_\_\_\_

The faculty coordinator agrees to communicate the requirements of the internship to the student intern and to the professional supervisor. The coordinator will assign a letter grade based on:

- (1) professional supervisor's evaluation
- (2) weekly journal
- (3) in class presentation
- (4) group meeting attendance
- (5) student's evaluation of the internship

**Faculty coordinator's signature:** \_\_\_\_\_

**This form must be completed and on file with the faculty coordinator before the start of an internship.**