



BELLARMINE UNIVERSITY
2001 NEWBURG ROAD
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COMMUNICATION INTERNSHIP AGREEMENT FOR ACADEMIC CREDIT

Semester and Year for Academic Credit: Fall Spring Summer Year _____

Student Name _____ Major _____

Current Address _____

City _____ State _____ Zip _____

Phone Numbers: Cell _____ Home _____ Work _____

Faculty Sponsor _____ Phone _____

Department _____

Field Supervisor _____ Phone _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

OBJECTIVE

Internships are to provide practical and career related experience for the student.

STUDENT TERMS AND RESPONSIBILITIES

1. Internships for credit must be a planned experience and must have faculty approval and supervision.
2. A student must register for the internship as any other class if he/she is to receive credit for it.
3. Interns meet periodically during the semester with the faculty sponsor to report progress.
4. Students receiving credit for internships are required to complete all assignments designated by the faculty sponsor.

5. Internships for credit are pass/fail.
6. Work in placement per term: 90 hours for 3 semester hours of credit.
60 hours for 2 semester hours of credit.
30 hours for 1 semester hour of credit.
7. Agree to a set number of hours each week.
8. Students are responsible for their continued participation in the internship throughout the semester.
9. Adhere to the company's policies and procedures.
10. Notify Career Development upon acceptance of an internship position and report any discrepancies or problems that arise while in the internship..

COMMUNICATION DEPARTMENT REQUIREMENTS

1. Prepare a resume.
2. Provide a statement of goals for the internship.
3. Work 90 hours in placement.
4. Turn in a log of activities at midterm and also by semester end to the faculty sponsor.
5. Analysis of the company/organization of placement and comparison of that organization with other similar on local and national scale.
6. Analysis of organizational communications at placement. Description of oral, written, nonverbal communication at placement; communication patterns; strengths, weaknesses, and suggestions for improvement.
7. Paper, which you assess the communication skills you have used, including interpersonal, small group, written, nonverbal, organizational.

BELLARMINE RESPONSIBILITIES

1. Promote internships with students, faculty and employers.
2. Notify students of internships that are available.
3. Screen students' academic records and recommend students for placement.
4. Assist the field supervisor in encouraging and advising students.
5. Provide the employer with students that are interested in obtaining practical and career experience.

EMPLOYER RESPONSIBILITIES

1. Provide a written brief job description of the position clearly defining its duties and responsibilities.
2. Provide a regular schedule of work hours and job expectations for the intern.
3. Provide a site supervisor to assume direct responsibility for the intern.
4. Explain work rules and standards of conduct to the intern. A company orientation is encouraged.
5. Assist the faculty sponsor in evaluating the intern's job performance.
6. Maintain contact with Bellarmine in reviewing the employer's internship opportunities.

SIGNATURES

I have read and agree to the terms and responsibilities stated above.

Student Intern Signature _____ Date _____

Faculty Sponsor Signature _____ Date _____

Field Supervisor Signature _____ Date _____

Return this completed form and the Internship Application & Registration form to the faculty sponsor.