

DEPARTMENT OF COMMUNICATION

Internship Application Form

I. INTERN INFORMATION

Name: _____ Student #: _____

Address (during term of internship): _____

City: _____ State: _____ Zip: _____

Phone: _____ WFU Email: _____

Major / Minor: _____

Intern's Signature: _____

II. Faculty Supervisor Information *(signature can be electronic or via email)*

Faculty Supervisor (please print): _____

Faculty Supervisor Signature: _____

III. Sponsoring Organization Information *(signature can be electronic or via email)*

Name of Organization: _____

Department or Functional Area: _____

Name of Work Supervisor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Email _____

Is internship paid or unpaid? _____

Work Supervisor Signature: _____

**THE FOLLOWING INFORMATION SERVES AS A CONTRACT BETWEEN THE INTERNSHIP DIRECTOR,
SPONSORING SUPERVISOR AND THE INTERN**

IV. TIME FRAME FOR INTERNSHIP

Start date: _____ End Date: _____

Number of academic credit hours: _____ Semester: _____

V. WORK SCHEDULE

Please determine with your sponsor the hours you will be working fill in the hours per day per week for the semester in which you will be getting credit. Note, you need 120 hours total for 3 credit hours, and 60 hours total for 1.5 credit hours.

Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat ____ Sun ____

VI. INTERNSHIP EXPERIENCE

In order for you to make the most of your internship experience, it is necessary for you to set definite goals and objectives. Discuss with your sponsor the specific responsibilities you will be given during the internship and then complete the following:

Goals or Projects

Set four specific goals or projects that you plan to accomplish during your internship (e.g., write ten press releases).

1.

2.

3.

4.

Set three specific skills that you can improve upon or learn through your internship (e.g., creative writing skills).

1.

2.

3.