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**Internship Application for the Department of Communication & Theatre Arts**

**Directions:** Complete *all* information, have your internship workplace supervisor sign the form (S-signatures [/John Smith/] are accepted), and forward to [alietzen@odu.edu](mailto:alietzen@odu.edu) or approval and enrollment in COMM 368 (no printed applications are accepted). When your application is approved, you will be notified to enroll by the Internship Director.

**Please fully complete this application prior to submitting for review.**

**Description of work**: The student will negotiate/gain a work placement of at least 150 hours. The internship provides supervised professional work experience in a corporate, research, or educational setting, where there is opportunity to apply and further develop knowledge and skills acquired in course work related to a student’s major. **COMM 368 is available to COMM, THEA, DANCE & FILM Majors & Minors.**

**Student’s full name**:

**UIN:**

**ODU email address**:

**Preferred phone number**:

**Current street address**:

**Junior or Senior**:

**Overall GPA**:

**Major/Department GPA**:

**Anticipated graduation date**:

**First or Second time completing COMM 368 for credit:**

**Organization sponsoring internship**:

**Department**:

**Workplace supervisor name**:

**Workplace supervisor title**:

**Workplace supervisor email address**:

**Workplace supervisor postal address**:

**Workplace supervisor’s phone number**:

**Workplace supervisor’s electronic signature:**

**Internship dates:**       **Semester, from (dates)**     **to**

**Course CRN**:

**Number of academic credits sought:**

**Internship prerequisites for COMM & Theatre Arts Majors**: 12 credits in the ODU Department of Communication and Theatre Arts must be accumulated prior to the start of the internship. Include semester taken **and the grade you earned for the class**.

**Course Semester Final Grade earned**

**Internship prerequisites within concentration**: Select your concentration and indicate course taken, semester taken, and the **grade** you earned for the class.

**Course Semester Final Grade earned**

**If you have taken courses in your concentration, you believe should substitute for those listed above (e.g., you’ve taken a writing intensive course) or if your program does not require a concentration, indicate relevant courses and why they are suitable substitutions:**

**Course Semester Final Grade earned**

**Internship prerequisites for Minors**: 6 credits in the ODU Department of Communication and Theatre Arts must be accumulated prior to the start of the internship. Include course number, name, and grade earned.

**Course Semester Final Grade earned**

1.

2.

**Description of organization sponsoring internship:**

**Your position as intern:**

**Overall job description and responsibilities:**

**How will the Major or Minor courses that you’ve completed relate to your tasks at the internship? Explain.**

**In 2-3 paragraphs, discuss why you want an internship. Include learning goals for the internship (these should be *measurable* goals, like “To learn how to work with social media to promote the organization’s events” or “To gain experience writing press releases”), and discuss how your internship will help you meet your career goals.**

**STUDENT: I agree to (check and complete):**

☐ Perform a minimum of 150 hours per 3 academic credit hours of work for my host agency.

☐ Perform my duties to the best of my ability, and ask for guidance when I need it.

☐ Adhere to organizational rules and procedures, including record-keeping requirements and confidentiality of organization and client information.

☐ Be open to supervision and feedback, which will facilitate learning and personal growth.

☐ Meet time and duty commitments or if I cannot attend, provide 24 hours-notice so that alternative arrangements can be made.

**SUPERVISOR: I agree to (check indicating agreement):**

☐ Provide adequate information and training for the intern including information about the organization’s mission, clientele and operational procedures.

☐ Provide adequate supervision to the intern and provide feedback on performance.

☐ Provide meaningful tasks related to education, skills, interests, and available time.

☐ Provide appreciation and recognition of the intern’s contribution.

☐ Verify and sign the intern’s time sheet at the end of the semester, which is required for the student to receive academic credit.

☐ Provide an evaluation of the intern’s performance to the internship instructor, which is required for the student to receive academic credit.

☐ I understand that if the student successfully completes all requirements of the course, in addition to the 150 hours of internship work, the student will receive 3 academic course credits.

**Student’s electronic signature and date:**

**I,       agree to the terms of this internship and will complete my activities in an ethical and responsible manner representing my university and department with integrity.**

**By submitting this application, you are affirming the ODU Honor Code. Please submit this form, signed by student intern and internship supervisor (below) to** [**alietzen@odu.edu**](mailto:alietzen@odu.edu)

**Supervisor’s electronic signature and date:**

**An e-Signature is an acceptable substitute for a digitized signature. It is made by placing the name of the person signing between two slashes, like this:  /John Smith/**