

Quarter to Intern: Autumn Winter Spring Summer **Year:** _____

Number of Credit Hours Sought: 1 2 3 4 5

[1 credit hour represents approximately 30 hours worked]

**Agreement for Comm. 683
Internships in Journalism or Communication**

Student's Name:	
Local Street Address:	OSU E-Mail Address:
City, State, Zip:	Anticipated Quarter/Year to Graduate:
Local Phone Number:	Major (Circle One): COMM JOURN OTHER

The satisfactory completion of this course requires several forms and reports to document and record the student's learning experience. The minimal requirements are:

- **Initial Agreement to be signed by internship supervisor/host.** This form must be turned in no later than the 2nd Friday of the quarter. Fax: 614-292-2055
- **Total 150 hours of work = 5 credit hours (avg. 15 per week)** Students can seek a pro-rated number of credit hours if they will be working less than 150 hours.
- **A Mid-Quarter Report**
- **A Final Report**
- **Student Assessment of Internship**
- **Supervisor/Host Evaluation of Student**
- **Internship Time Sheet**

Company/Organization Name:	
Company/Organization Street Address:	
Company/Organization City, State, Zip:	
Site Host/Supervisor's Name: (Please Print)	Host/Supervisor's Phone:
Site Host/Supervisor's Signature* :	Host/Supervisor's E-Mail address:
What assignments will the student be assigned:	

*Supervisor Note: The student completing this internship should be supervised by a professional staff member within your organization and the supervisor should not be an individual who is currently enrolled at The Ohio State University as an undergraduate student.

This internship is: Volunteer _____ Paid _____ (\$_____per hour)