



INTERNSHIP AGREEMENT

An internship is designed to provide students with experience in their prospective career-field. Our hope is that the internship experience reinforces concepts taught in the classroom, clarifies career development goals, and builds relationships within the student’s future career-field. To ensure that internship opportunities align with the intent of the program, the School of Communication requires that all prospective internships be submitted for review. We ask that students do so on the form below.

The dedicated faculty advisor will review the internship for relevancy. As a general rule, internship opportunities that are within the communications field and/or require communications-related tasks will be approved. In cases where internships do not appear to be relevant, the School of Communication may refuse to offer credit hours for the internship. Some instances may also require further explanation by the student in order to determine relevancy.

Internship agreements should be submitted for review **30 days prior to the start of the semester**. Otherwise, the School of Communication may not be able to offer credit hours for the internship. In instances where we are able to complete a late enrollment, late fees may be assessed by the Office of the Registrar.

The credit hours offered will be proportional to the number of hours worked throughout the internship. The chart below shows the credit hour equivalency based on the total number of hours worked and the average weekly hours worked.

Credit Hrs	Total Hrs Worked	Weekly Avg (Fall/Spring)	Weekly Avg (Summer C)	Weekly Avg (Summer A/B)
9	480	30 hrs	40 hrs	N/A
6	320	20 hrs	26.67 hrs	N/A
3	160	10 hrs	13.33 hrs	26.67 hrs

Additionally, credit hour requirements vary by major. In the chart below the maximum credit hours column shows the maximum number of credit hours that we can offer for internships at the school-level. In some instances, additional credit hours may be awarded and applied towards BA or BS requirements. Such instances need to be pre-approved by the School of Communication.

Major	Credit Hr Req	Credit Hr Max
ADV	6	9
DMP	3	6
MCS	3	9
PR	6	7

Please review the internship agreement with your supervisor. Once signed and completed, please send to Jason Khan-Hohensee (jason.hohensee@cci.fsu.edu). Upon approval of the internship students will be enrolled in the appropriate course. All course materials, including assignments, will be hosted on Canvas.

STUDENT INFORMATION

(Filled out by student)

Last Name: _____

First Name: _____

FSU Email: _____

FSU ID: _____

Major: ADV _____

 DMP _____

 MCS _____

 PR _____

INTERNSHIP INFORMATION

(Filled out by supervisor)

Co./Org. Name: _____

Address: _____

City, ST: _____

Website: _____

Phone: _____

Your Name: _____

Title: _____

Email: _____

Start Date: _____

End Date: _____

Expected Weekly Hrs: _____

Please provide a brief description of the company/organization:

Please provide a brief description of the expected duties/tasks/projects that will be performed by the intern:

What compensation is being offered (if any)?

SIGNATURES

Student Name

Date

Student Signature

Supervisor Name

Date

Supervisor Signature