

**Application for Undergraduate Internship  
School of Journalism and Mass Communication  
Texas State University**

**Please print carefully or type:**

Form Revised: 08/2017

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ TXST E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ TX State ID # \_\_\_\_\_

Mass Communication Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Total hours completed \_\_\_\_\_ MC hours completed \_\_\_\_\_ TX State grade point average \_\_\_\_\_

Have you earned full-major status – (Yes / No) \_\_\_\_\_ Currently taking classes? (Y/N) \_\_\_\_\_

**MC courses completed:**

\_\_\_\_\_

**Attach a copy of your unofficial transcript to the application which you can print from CATSWEB.**

**Number of credits requested for the internship:**

*Please note you cannot receive more than 6 credit hours total for all internship experiences as an undergraduate.*

1 hour (MC 4130) \_\_\_\_\_ 2 hours (MC 4230) \_\_\_\_\_ 3 hours (MC 4330) \_\_\_\_\_ Grad: (MC5330) \_\_\_\_\_  
min. 100 hrs/semester min. 150 hrs/semester min. 180 hrs./semester min. 180 hrs/sem

***With higher minimum work hours, students may qualify for 4, 5 or 6 hours of credit in a given semester.***

Submit the Internship Application (1<sup>st</sup> page) **and** Internship Agreement (2<sup>nd</sup> page) document to the School of Journalism and Mass Communication Office, Old Main Room 102, between 8:30-4:30 Monday through Friday for further processing.

For more information, make an appointment with Chuck Kaufman, Internship Coordinator, at the front desk in the SJMC Office, OM 102, or by calling 512-245-2656. ***You will not be able to register for an internship class until all paperwork has been submitted. You will be notified by email that you are clear to register for the course.***

***For Office Use Only:***

SJMC Office check for FMS Yes \_\_\_\_\_ No \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Credit student has already earned for internship(s) \_\_\_\_\_ Remaining credit left \_\_\_\_\_

Cleared for MC Course(s) \_\_\_\_\_ Processed By & Date \_\_\_\_\_

TEXAS STATE UNIVERSITY  
SCHOOL OF JOURNALISM AND MASS COMMUNICATION  
**INTERNSHIP AGREEMENT**

Student's Name _____	Organization's Name _____
Address _____	Supervisor's Name _____
City _____	Address _____
State _____ Zip _____	City _____
Phone _____	State _____ Zip Code _____
Email: _____	Phone _____
	Email _____

Outline your goals for this internship in terms of the development of professional skills, learning new information and personal development:

\_\_\_\_\_

\_\_\_\_\_

**A. AGENCY (ORGANIZATION RECEIVING AN INTERN)**

Nature of Internship (duties, responsibilities)

Semester \_\_\_\_\_ Year \_\_\_\_\_ Dates of internship \_\_\_\_\_

Days \_\_\_\_\_ Hours \_\_\_\_\_

Paid \_\_\_\_\_ or Unpaid \_\_\_\_\_ internship If paid, amount \$ \_\_\_\_\_

Describe how the student will be supervised.

\_\_\_\_\_

\_\_\_\_\_

***This agency agrees to accept the above named student as an intern for the time and with the duties and supervision as indicated above:***

Agency Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. INTERN**

I agree to work as an intern at the above named agency at the duty schedule described in "A", \_\_\_\_\_ with pay \_\_\_\_\_ without pay. I have been informed of and agree to the duties, responsibilities and nature of the work. Credit for the internship is graded as A, B, C, D or F. Students may receive an Incomplete (I) until required written Internship materials are submitted. I understand that evaluation will be done by the internship coordinator as described in the internship policy.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. FACULTY INTERNSHIP COORDINATOR**

I have agreed to the placement of the above named student with this agency under the conditions described in "A."

Faculty Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Charles Kaufman

***This internship may be terminated upon the mutual agreement of the Agency and the University.***

**INTERN EVALUATION**  
**(To be completed by primary work site supervisor)**

**NAME OF INTERN:** \_\_\_\_\_

**TYPE OF POSITION:** \_\_\_\_\_

**NAME OF PERSON COMPLETING FORM:** \_\_\_\_\_

**POSITION OF EVALUATOR:** \_\_\_\_\_

Please indicate below a **rating of 1-5 (lowest to highest)** on each of the traits listed as you experienced the intern. The definition that follows the category is the acceptable behavior (3) and superior or substandard behavior should be graded according to the deviation from this norm. Please add comments whenever possible, since this will aid the University faculty in final evaluation of the student's performance.

1. *Job Knowledge* (Good knowledge of duties or average learner of duties. Tries to be well informed. Occasionally needs direction.)
  
2. *Quality of Work* (Meets basic requirements of accuracy and neatness; average quality of work; needs normal supervision. Spelling, grammar, and expression clear and accurate.)
  
3. *Attendance* (Seldom absent or tardy. Reports absence or tardiness in advance.)
  
4. *Quantity of Work* (Works at a steady pace. Meets basic requirements and deadlines.)
  
5. *Attitude* (Tries to cooperate. Usually agreeable and obliging. Takes constructive criticism well.)
  
6. *Versatility* (Able to perform several related tasks simultaneously. Has ability to respond quickly to changing priorities, deadlines, and contingencies. Handles new assignments with normal difficulty.)

7. *Initiative* (Conscientiously performs routine assignments. Will accept new responsibilities.)
  
8. *Time Management* (Accomplishes average amount of work. Plans adequately.)
  
9. *Personal Appearance* (Dresses adequately for nature of assignments. Generally neat and clean. Presents an acceptable image.)
  
10. *Assertiveness* (Generally has a good self-concept. Persistent when convinced of appropriateness but willing to yield to evidence or requirements. Willing to ask questions and not intimidated by authority.)

Please give an overall rating for this student intern and comment briefly on how he or she ranks compared to other interns you have had from this department or other similar departments at other schools.

Elaborate on any specific strengths or weaknesses you have found in this intern's performance.

Internship Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

As soon as the internship is completed, please **send this document directly to. You are welcome to share your comments with the student. Your option:**

Mr. Charles Kaufman, [ck17@txstate.edu](mailto:ck17@txstate.edu)  
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