

Internship Sponsor Agreement

The University of South Alabama Department of Communication offers communication students an opportunity to earn on-the-job experience in an area related to the student's potential career selection in Professional Studies: Internship (CA 496) course.

Internships are offered in three options: fall semester (August through December), spring semester (January through May), and summer semester (May through July). Special arrangements can be made depending on internship requirements.

Students enrolled during the fall and spring semester, can earn from one to three semester credit hours resulting in the following hours:

- 1 credit hour = 3 hours worked per week (total 48 hours per semester)
- 2 credit hours = 7 hours worked per week (total 112 hours per semester)
- 3 credit hours = 15 hours worked per week (total 240 hours per semester)

During the eight week summer semester, students are required to complete the following hours:

- 1 credit hour = 6 hours worked per week (total 48 hours per semester)
- 2 credit hours = 14 hours worked per week (total 112 hours per semester)
- 3 credit hours = 30 hours worked per week (total 240 hours per semester)

Student Requirements

Students are required to meet the following requirements for eligibility: (1) Hold junior or senior standing, (2) Have a cumulative 2.5 GPA, (3) Have a cumulative major 2.75 GPA, (4) Approval from assigned advisor, (5) Submission of resume and writing and/or creative samples.

Throughout the internship, students are required to (1) Meet with the faculty internship coordinator to discuss their internship experience and performance, (2) Meet with the internship supervisor throughout the semester to discuss their internship experience and performance, (3) Complete the Weekly Internship Report, (4) Complete the Internship Performance Evaluation, and (5) Create and present portfolio packets of their internship work.

Sponsor Requirements

The Department partners with local and national organizations to place students in an internship. In turn, the following responsibilities are expected from the sponsor organization and internship supervisor:

- provide a valuable learning experience and working environment for the intern.
- directly supervise the intern including regularly-scheduled one-on-one meetings with the supervisor, not with a support-staff member
- provide midterm and final semester job performance evaluations to the internship coordinator as requested, and discuss these evaluations with the intern in a timely manner
- verify weekly time sheets
- assist with portfolio of student's internship work
- provide appropriate work schedule for the intern. Students are enrolled in additional courses or work on top of completing an internship. Supervisors and interns should establish regular working hours and be flexible when needed.
- provide a job description with each internship requested identifying the internship supervisor's contact information, type of communication duties and responsibilities of the intern, number of hours required weekly, compensation (if any), dates of internship, coursework or experience of requested intern, and explanation about the organization
- on behalf of the sponsoring organization, provide a workplace which meets all federal, state, and local requirements regarding employment
- comply with all applicable state or federal fair-labor laws, particularly with respect to unpaid interns; and honor the University of South Alabama's non-discrimination code to "not discriminate on the basis of race, color, religion, national origin, age, disability, veteran status, or genetic information in admission or access to, or treatment of employment in, its programs and services."



UNIVERSITY OF SOUTH ALABAMA
DEPARTMENT OF
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251-380-2800 | comm.southalabama.edu/

For all internship questions and submissions, please contact:
Megan Sparks
Internship Coordinator
University of South Alabama
Department of Communication
6021 USA Drive South, CB 206
251-380-2807
msparks@southalabama.edu

Internship Sponsor Agreement

Organization's Information

Organization name

Organization website

Physical address

City, State, Zip code

Mailing address (if different from above)

City, State, Zip code

Internship Supervisor's Information

Internship supervisor name

Title

Department

Office number

Cellular number

E-mail

Internship Information

Semester requesting internship

Fall _____

Spring _____

Summer* _____

Credit hours (1-3)

1 credit hour = 3 hours per week (total 48 hours per semester)

2 credit hours = 7 hours per week (total 112 hours per semester)

3 credit hours = 15 hours per week (total 240 hours per semester)

Please check the boxes below ensuring all required materials are submitted with the agreement.

Internship Sponsor Agreement

Job description with the following information:

- internship supervisor's contact information
- type of communication duties and responsibilities of the intern
- number of hours required weekly
- compensation (if any)
- dates of internship
- coursework or experience of requested intern
- explanation about the organization

I certify the information is true and complete.

By signing below, my organization and I agree to the requirements outlined in the Internship Sponsor Agreement and in the job description supplied by my organization. I understand providing the information requested is voluntary and does not guarantee an intern.

Sponsor's signature

Date



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*Due to summer semester lasting eight week, the total attained hours per week for each credit hour are doubled.