

NAME OF INTERN:

INTERNSHIP  
POSITION TITLE:

ORGANIZATION NAME:

ORGANIZATION  
ADDRESS:

SUPERVISOR NAME:

SUPERVISOR  
POSITION TITLE:

SUPERVISOR EMAIL:

SUPERVISOR  
PHONE NUMBER:

START DATE FOR  
INTERNSHIP:

END DATE FOR  
INTERNSHIP:

## LEARNING OUTCOMES ANTICIPATED FOR THE INTERNSHIP

- Exhibit a strong work ethic by being punctual, well-dressed, positive, and timely in completing tasks.
- Participate in meaningful teamwork.
- Engage in job shadowing with at least one highly placed organization member.
- Develop and execute communication plans targeted at the organization's key publics.

## INTERNSHIP EXPECTATIONS FOR THE ORGANIZATION

- Offer a professional work environment where the intern can participate and interact with other organizational members.
- Offer opportunities for the intern to engage in substantial work that contributes to organizational goals (i.e. not just clerical work, but project-based, communication-related tasks).
- Provide an appropriate workspace and resources for the intern to complete assigned tasks.
- Supervise and provide regular feedback so the intern understands expectations, assignments, & areas for improvement.
- Formally evaluate the intern's performance by completing the mid-term and final evaluation forms.
- Carry business and liability insurance covering student interns on and off-site.

What are the responsibilities of the Intern? Describe their Communication-related job duties.

What criteria will be used for the evaluation of the intern?

Is the Internship paid?

☐ Yes ☐ No

Will the intern work 200 hours?

☐ Yes ☐ No

Are you willing to have your organization listed as a future WKU Communication Program Internship?

☐ Yes ☐ No

Type Name and Date to Agree with the above information.

Name

Date