Project description: Write 4-5 sentences on your day-to-day and overall responsibilities at the organization as well as what ideas, concepts, or theories from your MCOM coursework you would like to explore during this experience.

Graded on a Satisfactory-Unsatisfactory basis.

MCOM Student Learning Outcomes:
SLO1: Students will conduct original research effectively.
SLO2: Students will explain and apply communication theory.
SLO3: Students will identify the core tenets of various research methods.
SLO4: Students will develop writing skills to enhance professional performance.
SLO5: Students will assess published communication scholarship.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Performance Review Meetings</td>
<td>The intern is responsible to schedule and attend three performance review meetings throughout the semester with both the field supervisor and the graduate advisor (not necessarily together) as a way to receive and use performance feedback for professional growth; a one-page summary must be written following each review that includes the feedback received, reflection on the feedback, and a plan for continued growth/improvement. (10% of final grade)</td>
<td>Ongoing</td>
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<tr>
<td>Required Hours of Work</td>
<td>Internship hours must be the total supervised time working for the internship organization and should be kept by both the intern and the field supervisor. A minimum of 120 hours of work must be completed during the period of COMM 795 enrollment. (40% of final grade)</td>
<td>December 2</td>
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<tr>
<td>Internship Application Paper</td>
<td>The application paper should include a 12 - 15-page paper that summarizes the work experience (responsibilities), applies classroom concepts/theories to work experiences and observations, and highlights the knowledge gained during the internship as well as suggestions for improvement of the internship experience. (25% of final grade)</td>
<td>December 10</td>
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<tr>
<td>Internship Portfolio/Presentation</td>
<td>Presents a demonstration of the work completed during the internship experience; the portfolio should be professional in appearance and include an introductory letter, a table of contents, an organized example of work accomplished, and...</td>
<td>December 10</td>
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</table>
MCOM Program Internship Agreement

Intern:
Internship location:
Internship supervisor:
Internship supervisor phone:
Internship supervisor email:
Primary internship responsibilities:

Student signature:
Date:

Internship supervisor signature:
Date: