Communications Program

717-948-6409

717-948-6724 (FAX)

Dear Internship Supervisor’s Name:

Just a brief note to confirm the internship of Student Name.

I understand that the student will work 120 hours during the \_\_\_\_ semester, or as negotiated with adviser and internship site; she will receive 3 credits. The experience will be evaluated mutually by you, the student, and myself. I will call periodically regarding the student’s progress. I would also suggest that you (or the student’s immediate supervisor) maintain a written record of the student’s activities and progress. This is particularly important if the student is to be exposed to different immediate supervisors and different tasks during the internship period. We are asking that the student also keep a weekly record of his or her activities which will be submitted for grading purposes.

Your duties as their supervisor should include but are not limited to:

– Spending time with the student intern to give him/her feedback on the tasks assigned.

– Making sure the student is able to observe or participate in most facets of your organization.

– Giving the student meaningful tasks, so he/she can provide me with a portfolio of work at the end of the internship.

If there are problems with the internship, i.e. you have found you do not have enough work to warrant having a student intern, please contact me immediately. We can discuss restructuring the internship or shifting the student to another internship.

On behalf of the Communications faculty and the students in the program, let me thank you for providing such a valuable opportunity.

Sincerely,

Faculty Advisor or Faculty Internship Supervisor