Westfield State University
Department of Communication
<u>**INTERNSHIP REGISTRATION FORM**</u>

AS SOON AS YOU FIND YOUR INTERNSHIP, RETURN THIS FORM TO THE DEPARTMENT OF COMMUNICATION INTERNSHIP COORDINATOR.

Student:_____ Student CWID (your 'A'number):_____

Internship Site:_____ Site web site:_____

Site Address:_____ Site Phone:_____

Site Supervisor Name:_____ Site Supervisor Email:_____

Brief Description of Intern's Duties & Responsibilities:

Date Internship Begins: _____ Date Internship Ends: _____

Internship Hours: _____ Per Week. _____Per Semester. _____ Credits.

(40 hrs/wk = 15 credits, 32 hrs/wk = 12 credits, 24 hrs/wk = 9 credits, 16 hrs/wk = 6 credits, 8 hrs/wk = 3 credits)
(Based on a fifteen (15) week semester or summer session)

IMPORTANT: What courses, if any, would you like to drop to accommodate the internship hours?
(Please do not just write "all of them." Be specific.)

<u>*Example:* Course: <u>COMM 101</u> *Course Title:* <u>Introduction to Mass Communication</u></u> *Course credits:* __3__

Course: _____ Course Title:_____ Course credits:_____

Course: _____ Course Title:_____ Course credits:_____

Course: _____ Course Title:_____ Course credits:_____

Course: _____ Course Title:_____ Course credits:_____

Course: _____ Course Title:_____ Course credits:_____

The submission of this form, and it's acceptance by the Department Internship Coordinator, indicates that this internship will be a legitimate learning experience, successful completion of which will result in the award of academic credit. Academic requirements are to be established and agreed upon in a contract signed by all parties concerned. The Internship Coordinator will register you for the internship based on this document.

If the terms of this contract are not met, it may be terminated or amended by the student intern, the site supervisor, or the Internship Coordinator at any time, upon written notice, which is received and agreed to by the other two parties. This internship does not constitute employment nor guarantee future employment of the student by internship's work site.

The intern acknowledges personal responsibility for the internship commitment and promises to perform in a professional manner to complete all specified requirements. The student hereby releases and discharges Westfield State University from all claims, demands or damages which may arise as the result of participation in said program and agrees to indemnify and hold harmless Westfield State University, its agents, officers, and employees from any and all loss, damage, or expense incurred as a result of participation. The student further agrees to complete the CONTRACT - LEARNING OBJECTIVES document in consultation with the site supervisor and the faculty sponsor within two (2) weeks of beginning the internship. The intern must send copies to the site supervisor and faculty sponsor.

Student signature:_____ Date:_____

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