# COMM 4941 SR INTERNSHIP

# INTERNSHIP LEARNING PLAN

# INSTRUCTOR INFORMATION

Christine K. Foster, Sr. Lecturer

Email: ckfoster@fdu.edu

Phone: 973-443-8463

Prof. Foster will contact the employer to clarify information as needed.

# STUDENT INFORMATION

NAME: ID NUMBER:

Anticipated GRAD DATE:

EMAIL:

ADDRESS: CITY, STATE AND ZIP:

HOME PHONE: CELL PHONE:

# EMPLOYER INFORMATION

NOTE: Student may not work for a family member or for a family organization.

COMPANY NAME:

ADDRESS: CITY, STATE AND ZIP:

COMPANY EMAIL: COMPANY PHONE:

COMPANY WEBSITE:

SITE DIRECT SUPERVISOR (responsible for evaluation forms):

SUPERVISOR EMAIL:

SUPERVISOR PHONE:

Prof. Foster will contact the supervisor to clarify information as needed.

HOURS REQUIRED (150 MINIMUM): SALARY (IF ANY)

# **This page is to be completed by the employer**. Add lines as needed.

# Internship duties and responsibilities:

Internship duties and responsibilities should be listed here or included as an attachment. Intern must be able to complete 150 hours of work within a semester’s time (or between May and the end of August if working internship over the summer). Student may not work for a family member or organization.

1.

2.

3.

4.

5.

6.

Prof. Foster will contact the employer/supervisor to clarify information as needed.

# This page is information provided by the instructor.

# Student Assignments

* Complete 150 hours of internship work. The internship work contributes to the grade based on employer evaluations.
* Midpoint evaluation (employer completes): 10%
* Final evaluation (employer completes): 10%
* Written assignments: 30%
* Portfolio: 25%
* Mock job interview: 5%
* Discussion board posts and responses: 20%

# Learning objectives

1. Apply material covered in previous classes to improve your thinking, problem-solving abilities, and decision-making skills at your internship site and in producing a portfolio.

2. Develop and enhance skills in expressing oneself in writing (discussion board and final paper) and orally (mock interview). Written and oral communication skills will also be enhanced in the internship work.

3. Analyze and critically evaluate ideas, arguments, and points of view by discussing the world of work in terms of communication concepts; demonstrate this capacity in the discussion board, final paper and portfolio.

4. Develop skills, competencies and points of view needed by professionals in the fields most closely related to the internship experience.

I understand that:

The Internship Coordinator reserves the right to terminate my internship for cause. Cause shall include, but shall not be limited to, unprofessional behavior, excessive absence or lateness, violation of the University’s or internship agency’s confidentiality policy, and failure to carry out agreed duties and responsibilities. Students who have an internship terminated for cause are required to drop the internship course and will not be permitted to take another internship for credit;

\_\_\_\_\_\_\_\_\_\_\_\_

Student initials

Participation in this internship is entirely voluntary and that any such internship program involves some element of risk. I agree that I will indemnity, defend and hold harmless Fairleigh Dickinson University, its trustees, officers, agents, employees, successors and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of internship program, including any travel or other activity conducted by or under the auspices of the program;

Student initials

The University requires that all students be covered by appropriate accident and medical insurance and that the internship agency may require me to purchase liability insurance. My signature below acknowledges I shall be financially responsible for such expenses and verifies that I am covered by the required insurances;

Student initials

The hours and duties listed on the job description are subject to change based on mutual agreement of the internship agency and the student in consultation with the faculty Advisor.

Student initials

This Learning Plan is designed to protect all participants in Fairleigh Dickinson's internship program(s), including students, faculty members, Fairleigh Dickinson and individuals cooperating with the University. I HAVE READ AND UNDERSTAND THIS LEARNING PLAN AND AGREE THAT BY MY SIGNATURE BELOW I AM AGREEING TO BE BOUND BY THEM.

Student and Faculty Advisor/Internship Advisor should each sign this Learning Plan, retaining one fully executed copy each.

Student: Date:

Faculty Advisor: Date:

Christine K Foster – Internship Advisor/Faculty Advisor