Internship Approval Form
Media

(PLEASE PRINT)

Student Name: ___________________________ Phone Number: _________
Student Duquesne ID Number: D______________________________
Student E-mail Address: ________________________________
College Advisor’s Name: ________________________________

Completing this internship in the Summer for Fall credits Yes ☐ No ☐

I am registering for the Fall _______  Spring _______  Summer _______ term.

Course Number: JMA 451-91 (CRN _______) or JMA 551-61 (CRN _______)
(Undergraduate Credit)  (Graduate Credit)

Course Start Date: _______________  Course End Date: _______________

Internship Company/Organization Name: ________________________________

Contact Person Name: ________________________________

Contact Person Telephone Number: ________________________________

Contact Person E-Mail: ________________________________

Scope of work anticipated:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Total anticipated number of hours: _______  Total Credits: _____
(60 hours = 1 credit; 120 hours = 2 credits; 180 hours = 3 credits)

I understand that the determination of my final grade will be made by Dr. Dillon after the following have been submitted: time sheets, progress reports and mid-term and final assessment forms. The instructions are printed on the reverse of this form and a copy of this form will be sent to the advisor and the original will be on file in the Media Department.

Submitted by: ___________________________ Date Submitted ______________

Approved by: ___________________________ Date Approved ______________

Dr. Michael Dillon

Revised 4/20/2017
INTERNSHIP INSTRUCTIONS

If you have already secured an internship, please fill out the approval form on the reverse side of this document. Once completed, bring the form to 544 College Hall for approval by Dr. Michael Dillon. If you need assistance finding an internship, the department does keep a file of possible internships available to Media students for your review.

1. Once you have been accepted for an internship, the approval form must be completely filled out and submitted for approval by Dr. Michael Dillon. Once approved, it will be sent to your advisor in 212 College Hall so that you can be registered for the internship credits. Your advisor will contact you if there is a question regarding your registration. The course number for the undergraduate internship is JMA 451 and JMA 551 (Practicum) for graduate students.

2. Internship hours needed to fulfill your credit requirement are listed below:
   a. 60 hours = 1 credit
   b. 120 hours = 2 credits
   c. 180 hours = 3 credits

3. The Internship Timesheet must be completed every week. In your packet you will find two time sheets printed on one sheet of paper—front and back. You will be required to bring your timesheet filled out for the two week period to the JMA office every two weeks. This sheet must be signed by your internship supervisor.

4. Also completed every two weeks is the Internship Progress Report. Please have your supervisor review your progress and have your supervisor sign your form. Internship progress reports must be submitted with your timesheet every two weeks.

5. You also have two Performance Assessment Forms which need to be completed in order to get credit for the internship. One must be completed at mid-term and one at the final evaluation. These forms must be completed by your supervisor and signed by you and the supervisor. Dr. Dillon will evaluate your progress at your mid-term “hour” and also at your final “hour” of your internship. Both evaluations are required for determination of your final grade. Points will be deducted if one or the other assessment form is not turned in on time.

6. Internships will not appear on Blackboard. Your forms should be hand delivered to the Media office located at 544 College Hall. If you are unable to complete your internship once you have registered, please contact your advisor and Dr. Dillon at dillonm@duq.edu.