

James Madison University School of Media Arts and Design

INTERNSHIP CONFIRMATION FORM

___Fall ___Spring ___Summer 20___ _____ 2 Credits _____ 4 Credits

Name _____ ID# _____ Yr. at JMU _____

Local Address _____ E-Mail _____ Phone: _____

Permanent Address _____ Phone: _____

SMAD Concentration _____ Advisor _____ Minor (if any) _____

List by nos. SMAD courses completed _____

List by nos. SMAD courses currently enrolled in _____

DESCRIPTION OF INTERNSHIP

Facility Name _____ Phone (_____) - _____

Complete Address _____ Zip _____

Duties assigned to intern (Circle all appropriate numbers):

- | | |
|---|-------------------------|
| 1 Newsroom Activities | 8 Advertising Practices |
| 2 Field production and/or reporting | 9 Sales |
| 3 In-Studio production and/or performance | 10 Development |
| 4 Engineering | 11 Programming |
| 5 Art/Graphics | 12 Cable Operations |
| 6 Promotional activities | 13 Layout/Design |
| 7 Photography | 14 Other: |

ON SITE EVALUATION TO BE CONDUCTED BY:

Name _____ Title _____

NAME OF PERSON TO WHOM INTERN ASSIGNED, IF DIFFERENT FROM EVALUATOR:

Name _____ Title _____

SITE EVALUATOR, PLEASE NOTE: An internship requires that:

1. The intern complete at least 120 hours of work for TWO hours of credit; or at least 240 hours of work for FOUR hours of credit.
2. The intern attend ALL assigned meetings with Internship Director.
3. The intern complete a diary of hours and activities.
4. The intern submit at the end of the semester the *Internship Evaluation Form* with diary attached.
5. The on-site supervisor submit a *Final Internship Evaluation Form*.

REQUIRED SIGNATURES

STUDENT INTERN: _____ DATE: _____

ON SITE SUPERVISOR: _____ DATE: _____

INTERNSHIP DIRECTOR: _____ DATE: _____

SMAD DIRECTOR: _____ DATE: _____

FOR OFFICE USE ONLY: CLASS # _____	DATE ENTERED: _____
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