

Department of Communication Studies
Minnesota State University, Mankato
Internship Contract Form

This form must be completed before a student is allowed to register for an internship course.

Course No. _____ Title _____ Credits _____ (*45 hours/credit)

Student's Name _____ Tech ID _____

Year _____ Semester _____ Project Completion Date _____

Location of Internship _____

Duties on the internship (include hours anticipated)

Methods of student evaluation by faculty

Methods of student evaluation by internship supervisor

Reviewed, approved, and signed by

Student Name: _____ Signature _____ Date _____

MSU Faculty Name: _____ Signature _____ Date _____

On-site Supervisor Name: _____ Signature _____ Date _____

Internship Location Address _____

On-site Supervisor Email Address _____

On-site Supervisor Phone Number _____

General Guidelines for Internship Credits:

1. In compliance with the federal policy, standard expectations are 45 hours of on-site internship experience for each credit hour earned.
2. A Communication Studies major may take up to twelve (12) internship credits; however, the student may only apply a maximum of eight (8) credits toward completion of the major. The remaining credits will apply toward general graduation requirements.
3. A Communication Studies minor may take up to twelve (12) internship credits; however, the student may only apply a maximum of four (4) credits of internship toward completion of the minor. The remaining credits will apply toward general graduation requirements.
4. All off-campus internships are P/N only.
5. For internships under 497, the faculty supervisor shall determine the final grade.
6. The intern will submit weekly reports and a final paper to be evaluated by the faculty supervisor. The format and style of written papers are determined in consultation with the faculty supervisor.
7. The on-site internship supervisor will submit an evaluation of the student intern's work performance to the faculty supervisor at the conclusion of the internship.