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| **Student Name:** | **Student Email:**  |
| **Student Phone #:** |
| **Organization Name:** | **Organization Address:** |
| **Supervisor Name and Title:** |
| **Supervisor Phone #:**  | **Supervisor Email Address:**  |

**Internship tasks that will earn three units of academic credit in JOUR 498 must be focused on skill-development work, such as writing, editing, graphic design, photography, video production, and creation of multimedia materials. Use skill-development action words. Feel free to bullet point those tasks (i.e., write news stories, create newsletters, produce videos, photograph events).**

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**Describe how the student will meet these responsibilities remotely or in person (i.e., list agreed-upon work hours and proposed meeting and mentoring schedule via Zoom or other communication methods):**

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**Provide details on additional tasks or concerns, if applicable:**

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**By signing your (supervisor) name below, you certify that:**

1. The student listed above will work as an intern at your organization for at least 100 hours.
2. The student’s tasks will involve deliberate learning and professional development related to her or his area of study.
3. The student will receive thoughtful and regular guidance, feedback and mentoring.
4. The student listed above will adhere to social-distancing principles (working safely, not gathering in groups, etc.) while completing her or his 100 internship hours during the fall 2021 semester.

**By signing your (student) name below, you certify that you will:**

1. Maintain a professional attitude, appearance, and work ethic, and demonstrate punctuality and dependability.
2. Communicate deadlines and obtain approvals from the supervisor regarding all mandatory JOUR 498 paperwork.
3. Log all hours at the internship and complete the total number of agreed-upon hours during the semester.
4. Maintain social distancing-principles (working safely, not gathering in groups) for the duration of the internship.

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**