

**TEXAS SOUTHERN UNIVERSITY
SCHOOL OF COMMUNICATION
AGENCY VERIFICATION FORM**

This form should be completed by any agency that is accepting an intern and submitted to the Internship Coordinator by the prospective intern. It is considered an AGREEMENT between the INTERN and the AGENCY and it is an up-to-date statement of internship responsibilities and duties and will be filed with the School of Communication. The student is not formally in an internship placement for CM 430 until this form is completed and turned in to the Coordinator.

Name _____ Ph. _____ (cell/other) _____

Address _____

Agency Accepting Placement _____

Agency Address _____

Agency Supervisor _____ Ph. _____

Intern Supervisor _____ Title _____

Ph. _____ fax _____

Internship Dates: From _____ To _____

Projected Weekly Schedule:

Mon. Tues Wed. Thur. Fri.

Sat. Sun.

Internship Paid \$ _____ (amount) Non-Paid _____

Description of job requirements and duties:

AGENCY agrees to:

- provide the student with a safe environment and an opportunity to apply, practice and develop skills and knowledge emphasized in one of the communication curriculums, (speech, journalism, telecommunications and/or entertainment);
- provide a minimum of 100 substantial working hours and direct intern mentoring and supervision;
- provide a performance appraisal/evaluation for each student intern in a form prescribed by the Department and assign a special project to student if possible;
- report any unsatisfactory conduct or performance of a student immediately to the Coordinator;
- provide an atmosphere for learning and free from unlawful discrimination;

INTERN agrees to:

- Work as an intern a minimum of 100 hours during the semester, additional hours will be a separate agreement between the agency and the student.
- Demonstrate a willingness to increase skills, learn and accept new responsibilities.
- Meet high standards of personal conduct, exhibit professional ethics, maintain punctuality, deadlines and exhibit team cooperation;
- Promptly call when unavailable, delayed or experiencing unforeseen circumstances.
- Turn in a portfolio which will include a paper on the internship experience and information on “special project” as well as other inclusions for the portfolio.

Upon completion of CM430 class and the internship, students will receive a 3 hour credit.

_____	_____	_____
Student Signature	Phone	Date
_____	_____	_____
Signature of Agency Representative	Phone	Date
_____	_____	_____
Internship Coordinator	Phone	Date