Application B
For Prospective Internship Sites

This application packet is designed for students who are seeking an internship at an organization which has not been pre-approved as a certified internship site for UNF Communication students. This packet must be completed by the student and the prospective internship site supervisor.

Applications must be completed and submitted to the School of Communication by:

- April 1 for summer internships
- August 1 for fall internships
- December 1 for spring internships

The student must initial and accurately complete pages 2 – 7.

The prospective internship site supervisor must initial and accurately complete pages 8 – 11, and must attach the required documents below:

- Letter of intent which includes an offer of the internship to the student and a bulleted, detailed job description of internship duties. The letter must be on company letterhead and must have an original signature from the internship site supervisor.
- A current resume or up-to-date LinkedIn Profile URL to verify supervisor’s experience and credentials.
- One-paragraph description of the organization
First Things First: Are You Qualified for the Internship Program?

To qualify for an Internship in Communication (MMC 4975 Internship Senior Project) you must meet the following criteria or you will NOT be approved.

1. Be a senior communication major (must have completed at least 90 credit hours) at the time of the internship.

2. Have completed: MMC 1004 (Media Literacy)  
   MMC 3105 (Advanced Writing for the Media)  
   MMC 3200 (Law & Ethics of Communication)  
   MMC 3614 (Media Theories and Effects)  
   MMC 3942 (Pre-Internship)  
   MMC 4420 (Mass Communications Research or Advertising & PR Research)  
   and at least three upper division courses (3000-4000 level) in your chosen concentration – check with your advisor or Program of Study for the course listing.

3. Be in good academic standing with UNF and possess a major GPA of 2.0 or higher. NOTE: if your GPA is 2.0 or higher at the time the internship is approved but drops below 2.0 before you begin, your enrollment in MMC 4975 will be cancelled.)

Important Information for You to Know

- You cannot register for internship (MMC 4975) online with the rest of your courses until you have turned in this completed packet and are approved by the internship coordinator. Then an official email will be sent to your UNF email account giving you permission to register.

- Internship locations will evaluate you just as they evaluate regular employees. This means that poor performance on your part can lead to your dismissal. If that happens you will receive a grade of “F.”

- Students may not intern at their place of employment unless their internship duties will provide learning experiences that differ from and go beyond those of the regular job responsibilities.

- Pre-Approved Internship sites and application deadlines can be found at: http://comminternships.wordpress.com

Questions about the internship contact:

Professor Bobbi Doggett  
Internship Coordinator  
(904) 620-3866  
rdoggett@unf.edu
Company Name: _______________________

Student Name: _______________________

Student N Number: _______________________

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For Prospective Internship Sites

Fill out this packet in its entirety, as instructed and include a Letter of Intent and resume, bio or LinkedIn Profile URL from your Internship Site Supervisor. Return this packet by mail, fax, email or in person:

In Person: School of Communication
Front Desk
Building 14D

Mail to: University of North Florida
School of Communication
Internship Program
1 UNF Drive
Building 14D / Room 2002
Jacksonville, FL 32224

Fax: 904-620-2652

Email: Commstu1@unf.edu

Due dates for consideration of approval for prospective internship sites are: April 1, August 1 and December 1. If the deadline falls on a weekend, the following Monday will be the due date.

For more information, please email us at the address above or call us at 904-620-2651.

As a student applying for an internship, I verify that I have included the following attachments:

_____ 1. I have included a copy of my Internal Transcript (Log into myWings, click student records, academic records, academic transcript, submit all levels internal, print.)

_____ 2. I have included a Letter of Intent from internship site supervisor on company letterhead with supervisor’s original signature. (The letter must include an offer of the internship and a bulleted, detailed job description of internship duties.)

_____ 3. I have included the Internship Site Supervisor’s Resume or LinkedIn Profile URL

_____ 4. I have signed the forms: Acknowledgment of Responsibilities to Internship Facility and the General Release for Emergency Medical Treatment and Student-Provided Transportation (Found on the pages 6 and 7 of this document.)

_____ 5. I and the Internship Site Supervisor have read and completed this entire packet.

For official Office Use Only

____________________________________ _______________________
Signature of UNF Internship Coordinator Date
Internship Requirements  (Student must initial and sign)

As a prospective student intern from the UNF School of Communication, I understand in order to effectively complete MMC 4975 Internship Senior Project, I must adhere to the responsibilities listed below:

Please initial:

______ I understand that I must complete a minimum of 210 hours of supervised work at an approved internship site. This is the minimum. I may work more if I so choose. Summer internship take place over fewer weeks than fall/spring internships, so I must be sure to plan a weekly schedule accordingly.

______ I understand that I cannot complete my internship at a site in which I am currently an employee, unless I discuss my situation with the UNF internship coordinator, Professor Doggett, first. These types of internships are usually not granted unless there are special circumstances and the criteria for the internship guidelines can be met. If the student does not give full disclosure regarding their employment at the internship site, it can result in failure of the course.

______ I understand that my supervisor will complete two job-performance evaluations on me during the term and that these will be submitted online. These evaluations are part of my overall grade in this class. It is my responsibility to ensure that my supervisor has a face-to-face meeting with me to discuss these evaluations and submits them by the deadlines.

______ If my current intern supervisor changes during the semester, I immediately must notify the School of Communication and obtain a new resume and/or LinkedIn Profile URL of my new supervisor. This information will be placed in my internship file.

______ I understand I must complete online Weekly Progress Reports for a grade through the class Canvas page. I must retain copies of these reports and submit them to my supervisor during our mid-term and final evaluation meetings.

______ I understand that I am required to create a professional website for a grade (using a program such as WordPress) in which I will highlight my professional work completed during my internship.

______ I also will be responsible for submitting to Canvas a résumé and thank you letter to my site supervisor for a grade.

______ I understand that all official correspondence will done either through our class Canvas account or through Commstu1@unf.edu. It is my responsibility to check my UNF email account regularly.

______ I understand that my internship site may require that I take a drug screen, background check and/or professional liability insurance coverage at my expense.

______ I understand that my (MMC 4975) grade will be based on my work performance as evaluated by my internship supervisor, faculty coordinator and my adherence to the UNF Internship requirements (e.g., late, incorrectly completed, or missing materials will lower your grade).

I certify that I have reviewed the requirements above, am aware of and understand all internship requirements and agree to comply with them.

My internship is: ___ Paid  ___ Unpaid

I am currently employed by this internship site. _____ Yes  _____ No

Print Student Name: ____________________________________________  N Number __________________

Student Signature: _____________________________________________  Date: ______________________

(Electronic signatures cannot be used. Original signature required.)
Student Information
Please Print Clearly

Student Name____________________________________________________________

Address_________________________________________________________________

City_____________________________ State__________ Zip____________________

UNF E-mail______________________________ Student N Number________________

Personal E-mail (e.g. Gmail, Yahoo ...) ______________________________________

Local Phone________________________ Cell Phone _______________________

Semester you are applying for_____________________________________________

Expected date of graduation_______________ GPA for Total Institution___________

Concentration/Track:

_____Advertising _____Multimedia Journalism _____ Production _____Public Relations

Expected Internship Start Date_____________________________________________

Tentative Work Schedule_________________________________________________
ACKNOWLEDGMENT OF RESPONSIBILITIES TO INTERNSHIP FACILITY
(to be signed by the intern)

As a student enrolled in MMC 4975 Internship Senior Project class, I acknowledge that the University of North Florida is a party to an Agreement with ____________________________ (internship site), the organization at which I will intern. The Agreement imposes certain obligations on me, which I agree to perform. They include:

1. compliance with all organization’s rules;
2. remaining in good standing at the University
3. maintaining accurate, daily log sheet of all hours worked at the organization;
4. maintaining any and organizational records, including client/customer records to which I have access, in strict confidence.

I acknowledge that while I am on-site at the organization:

a) I am not an organization’s employee, and I am not covered by the organization’s health insurance.

b) The organization remains responsible for all client/customer care and control.

c) I am not permitted to transport the organization’s clients/customers in my personal vehicle, and I am not permitted to use the organization’s vehicle to do so unless on organizational business and accompanied by an organizational employee.

d) I am not permitted to visit the residence of a client/customer unless on organizational business and accompanied by an organizational employee.

e) I am responsible for familiarizing myself with the organization’s rules and regulations.

f) The University or the organization may terminate my internship if my performance is unsatisfactory or my activities are detrimental to the organization.

__________________________________________
Student Signature
(Electronic signatures cannot be used. Original signature required.)

__________________________________________
Date

__________________________________________
Student Printed Name
ACKNOWLEDGMENT
(With General Release for Emergency Medical Treatment and Student-Provided Transportation)
(Off-Site Internship)

THIS AFFECTS YOUR LEGAL RIGHTS. PLEASE CAREFULLY READ BEFORE SIGNING BELOW.

As part of the requirement of participation in the class Internship and Senior Project (MMC 4975), I am participating in an internship at (name of internship site), where I will be participating in numerous activities which may be associated with risks. These risks are outlined in the attached Letter of Intent (collectively, the “Activities”).

I have also been informed of the possible dangers, hazards and risks involved in the transportation to and from internship Activities (if the Activities involve my providing transportation) and independent activities I undertake as a participant in the Activities. I have had an opportunity to ask questions about the Activities, and I understand the nature of those risks to me and to my property.

I have advised Professor Roberta Doggett (School of Communication Internship Coordinator) of any condition that limits my ability to participate in the Activities, including any medical condition and I understand that reasonable accommodations are available in the event of any such condition. I represent that I am physically able, with or without accommodation, as the case may be, to participate in the Activities, and I am able to use any equipment and/or supplies associated with the Activities. I am fully responsible for taking reasonable and appropriate precautions to participate in the Activities.

I understand that the University of North Florida has not engaged medical personnel at the location of the Activities. I grant permission to Professor Roberta Doggett (Internship Coordinator) and/or to ______________________________________ (site supervisor) to authorize emergency medical treatment for me. The University of North Florida Board of Trustees and the State of Florida assume no responsibility for any injury or damage arising out of or in connection with such emergency medical treatment. I release all of them from any claim by me or any person claiming through me arising out of or in connection with such emergency medical treatment. I understand that I am responsible for the cost of any such emergency medical treatment. The University of North Florida provides no health insurance for my benefit.

If the Activities involve my providing transportation, I understand that I am assuming responsibility for safely transporting myself and any passenger(s) I decide to transport to and from the Activities. I have a valid driver's license that authorizes me to drive in the State of Florida. I agree to be fully responsible for taking the appropriate precautions for safely transporting myself and passenger(s) including ensuring that my automobile collision insurance provides adequate property and liability coverage to passengers. The University of North Florida Board of Trustees and the State of Florida assume no responsibility for any injury or damage arising out of or in connection with my transporting myself and passenger(s). I release all of them from any claim by me or any person claiming through me arising out of or in connection with such transportation. I understand that the University of North Florida provides no collision insurance, and no property or liability insurance coverage for my benefit or for the benefit of my passenger(s).

If I am under 18 years of age, my parents are also required to sign this Acknowledgment. If my parent or guardian has not signed this Acknowledgment, I understand that I am representing that I am 18 years of age or older.

I have had an opportunity to ask any questions I had about this Acknowledgment and sign it voluntarily.

___________________________________________
Student Signature  (Electronic signatures cannot be used. Original signature required.)
___________________________________________
Student Printed Name

___________________________________________
Witness Signature
___________________________________________
Witness Printed Name

For Parent/Guardian of Student under the age of 18:  I am the parent or legal guardian of the Student. I have read this Acknowledgment and, by signing below, I acknowledge that I understand the terms of this Acknowledgment and agree to be bound by it.

___________________________________________
(Parent/Guardian signature)
___________________________________________
(Print Name)
Dear Potential New Internship Site:

Thank you for your interest in the internship program through the UNF School of Communication. We are delighted that you thought of UNF for this opportunity. We understand that you would like to become an approved internship site, meaning that your name and information would appear on a special list introduced to students each semester as places they may apply for their internships (www.comminternships.wordpress.com).

However, before you begin filling out the attached application we’d like to make you aware of several important considerations. The first involves the Federal Labor Standards Act (FLSA), which has established a list of six criteria that must be met if an organization is considering offering college students unpaid internships. The only entities that do not need to meet these criteria for unpaid internships are governmental or nonprofit organizations.

More specifically, an internship site can offer an unpaid internship if it meets these criteria:

- The internship, even though it occurs within the facilities of the organization, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern, not necessarily the organization;
- The intern does not displace regular employees, but does works under close supervision of existing staff;
- The organization that provides the training derives no immediate advantage from the activities of the intern, although products the intern creates may be of use;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Within the School of Communication, all internship sites (regardless of whether they’re paid or unpaid) must meet additional criteria and many of them you’ll be attesting to within this application. Perhaps the most important of these are:

- The internship must take place within a brick-and-mortar professional office space; it cannot take place within a home-based business or through a virtual environment;
- The internship site must provide comprehensive general liability insurance on the facility stipulating limits of not less than $500,000 per person/$500,000 per occurrence.
- The organization must comply with the Family Educational Rights and Privacy Act (Buckley Amendment) FERPA, a Federal law which protects the privacy rights of a student’s educational records. In the internship, this applies to confidentiality of the midterm and final student evaluations.
- The internship cannot be conducted as either an online or a traveling experience; and
- A supervisor must possess a college degree (preferably within the student’s field of study) and have sufficient experience in that same field.

Please read through and initial all the criteria as you begin completing the application. If your organization cannot adhere to these criteria, we will not accept it as an approved internship site.
Prospective Internship Site Information Form

Organization Information

Organization Name: ____________________________________________

The exact nature of the organization: _______________________________________

Owner/CEO/Manager: ____________________________________________

Company Address: __________________________________________

City __________________________State _______________ Zip________

Web URL of Company: ____________________________________________

Owner/CEO/Manager Phone: __________________________________________

Owner/CEO/Manager E-mail: __________________________________________

Internship Supervisor Information

Supervisors MUST have a college degree (preferably in the student’s field of study) and must
demonstrate sufficient work history, preferably three years, in the corresponding discipline (listed
below) in order to be considered as an approved supervisor in that field of study.

Supervisor Name: __________________________________________

Supervisor Phone: __________________________________________

Supervisor E-mail: __________________________________________

(Please add an additional page if more than one supervisor is going to be considered.)

Please check below the discipline(s) you would like to request for the internship. Remember there must
be a supervisor within your organization who possesses the experience in the checked discipline.

Note: A resume, bio or LinkedIn Profile URL must be attached to this application for EACH supervisor. (It
is important we see the supervisor’s(s’) work history to demonstrate his/her/their expertise/credentials in
the student’s field of study.)

_____Advertising  _____Multimedia Journalism  _____Production  _____Public Relations
To Be Completed by Internship Supervisor

As a prospective internship site for communication majors at the University of North Florida, please review the information below.

The student applying for this internship is ________ or is not ________ currently employed by this company.

Please initial as you read through the requirements to verify that you agree and understand:

_____ I understand a recent copy of the supervisor’s(s’) resume/bio or updated LinkedIn Profile URL must be attached to this form. (Must demonstrate supervisor’s(s’) expertise/credentials in the professional area.)

_____ I will attach a one-paragraph description of the organization along with a letter of intent on my company letterhead with my original signature for each student intern position. This letter will officially offer the internship to the student and must include a bulleted, detailed job description of the intern duties.

_____ I understand the email address Commstu1@unf.edu must be recognized as a legitimate email and removed from our organization’s spam filters. This email is the official address for all correspondence from the School of Communication.

_____ Prior to hiring interns for my organization, formal interviews will be conducted with prospective communication interns, making the application process as similar to a job hire as possible.

_____ I understand that all communication interns are only required to work 210 hours within my organization and that these hours may be completed prior to the end of the semester.

_____ I understand that I can serve as the site supervisor for no more than THREE students a semester.

_____ I understand the company must have a designated office/place where the intern will work unless exempted from this rule by the UNF internship coordinator.

_____ I agree to provide the intern(s) with meaningful, professionally related tasks, and will adequately supervise interns and explain various tasks.

_____ I agree to complete mid-term and final evaluations on all student interns, and follow the Family Educational Rights and Privacy Act (Buckley Amendment) FERPA, a federal law which protects the privacy rights of a student’s educational records. I shall not disclose evaluation records to any person other than the student and UNF internship coordinator without the student’s prior written consent. Any unauthorized disclosure of such records constitutes a violation of federal law.

Please continue to the next page.
______ I agree to meet with the intern to discuss these evaluations, and submit these forms to the School of Communication by the designated deadline when required.

______ I agree to meet at least weekly with my intern(s).

______ I understand that interns are required to create a professional website and will ensure that any communication interns within my program will be assigned professional work appropriate to be displayed on their professional website.

______ I understand that if an intern’s supervisor changes during the semester, my organization will provide the School of Communication with the new supervisor’s name, resume/bio, or LinkedIn Profile URL and contact information.

______ I understand that I will provide students with networking opportunities to meet professionals in their field.

______ I understand according to the Fair Labor Standards Act (FLSA) by the U.S. Department of Labor, my organization must adhere to the six criteria for offering college students unpaid internships. (These criteria are listed in the opening letter.)

______ I understand that I will contact the UNF internship coordinator regarding issues involving the intern or his/her relationship with the organization’s co-workers. (Including incidences of sexual harassment and discrimination.)

______ I understand that the organization must provide comprehensive general liability insurance on the facility stipulating limits of not less than $500,000 per person/$500,000 per occurrence.

______ I acknowledge that failure to comply with any of the above provisions may result in the removal of the intern(s) from the site and the removal of the organization’s pre-approved status.

Does your organization require its interns must have the following requirements? Please check if yes.

______ Drug Screening       ____ ______ Background Check       ______ Professional Liability Insurance Coverage

I attest that I have read, understand and agree to abide by the above requirements, and request to be an official site for the UNF School of Communication internship program. It is also my understanding that this agreement for an internship can be terminated at any time.

____________________________________
(Print) Internship Supervisor

Signature
(Electronic signatures cannot be used. Original signature required.)

Date

____________________________________
(Print) Organization Owner/CEO/Manager
If different from site supervisor/coordinator

Signature
(Electronic signatures cannot be used. Original signature required.)

Date