

**CMJ 695 Application Form**

Internships in Communication and Journalism

(Application must be submitted and approved before enrollment in CMJ 695)

**Part One** (to be completed by applicant)

Semester and year of internship \_\_\_\_\_ Credit hours sought \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_

Local Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Major \_\_\_\_\_ Credit hours earned to date \_\_\_\_\_

Please list courses you have taken that provide a background for this internship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Address while doing internship (if different from above)

\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

On an attached page, please provide the following information:

1. A brief description of the duties you will perform during the internship.  
Be as specific as possible.
2. A concise statement about the things you hope to learn from the internship. For example:  
What questions about your career will you try to answer? What aspects of your prior  
course work will be helpful to the successful completion of this internship? How will the  
internship make use of the specific skills and theories you have learned in class?
3. A brief, specific "contract" statement about the final paper you will write.  
(10 pages long, typed, 12-point font, double-spaced.)

**Part Two** (To be completed by the student's on-site Internship Supervisor)

On-site Supervisor (print name) \_\_\_\_\_

Title \_\_\_\_\_

Sponsoring business or organization \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Internship Dates: From \_\_\_\_\_ To \_\_\_\_\_

Wages, Salary, Stipend (if applicable) \_\_\_\_\_

**Internship duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* **On-Site Supervisor signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(required)

**Part Three**

(Departmental Approvals)

\* **Approval, CMJ 695 Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_  
(required)

\* **APPROVAL, CMJ Dept. Chair** \_\_\_\_\_ **Date** \_\_\_\_\_  
(required)

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