COM 499 - Internship

The “Internship Agreement” is due by noon on the first Friday of the term, so preparation should begin the preceding term.

Description
These courses are practical work experiences under the supervision of professionals. The courses are obviously different from the typical college course and should be undertaken only by those with a strong sense of what they are attempting to do.

Professional values and competencies
Though internships vary in activities, responsibilities, and scope, students should complete the internship with most of the following competencies:

1. Demonstrate an understanding of gender, race ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to communications;
2. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of communications in a global society;
3. Understand concepts and apply theories in the use and presentation of images and information;
4. Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
5. Think critically, creatively and independently;
6. Conduct research and evaluate information by methods appropriate to the communication’s professions in which they work;
7. Write correctly and clearly in forms and styles appropriate for the communication’s professions, audiences and purposes they serve;
8. Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
9. Apply tools and technologies appropriate for the communication’s professions in which they work.

Disabilities Statement
It is the policy of the University of North Alabama to afford equal opportunity in education to qualified students. Therefore, a student who has a disability that inhibits the student’s ability to meet course requirements and who desires accommodations must contact the instructor and Developmental Services within the first three class meetings of the semester (within the first three days during summer terms). The goal is to develop a timely accommodation plan and to file an Americans with Disabilities Act Accommodation Form. Course requirements will not be waived but accommodations will be made to allow each student meet course requirements, provided the student acts within the first three class meetings in working with the instructor to develop an accommodation plan. If a disability is identified later in the semester, a non-retroactive accommodation plan will be developed at that time.

Expectations
Interns are expected to work to the best of their abilities to perform the assignments given by the On-site Supervisor. Furthermore, you should remember at all times that you are representing yourself, the University and the Communications program. The image that you project, as well as the quality of the work you do, can strongly impact the reputation of graduates of the University of North Alabama.

Grades
At the end of your term your Internship Coordinator will consult with your On-site Supervisor for a grade recommendation, but the Internship Coordinator will be the individual who makes the final grade determination. Most interns expect to receive A’s for satisfactory work on the job, and, in the absence of objective grades standards, will. Less than completely satisfactory work will result in lower grades. This includes both job
performance and filing of correct and timely reports as outlined below. Absenteeism, being late for work, causing trouble for the On-site Supervisor, and unethical conduct will likely result in a failing grade.

Written Reports
There are several reports, most of them short, that must be done. For most students it’s critical that these reports be done on time. Since there are many variations in internships a few interns will have different due dates or may omit certain reports. If this has not been clarified in advance, these reports will be due:

1. Job Expectations Memo (10 %)
In 1-2 pages, describe your duties, work hours, the people you will be working with, and any other descriptive details of your internship. Please also answer the following questions:

   a. What do you want to learn? (objectives)
   b. Why do you want to learn it? (rationale)
   c. What resources are available for you to draw on? (resources)
   d. How will you evaluate the effectiveness of your work? (evaluation/documentation)
   e. How will you document your learning? (tentative schedule/portfolio)

This should be done after your initial discussion with your On-site Supervisor of what you are going to do. It must include the On-site Supervisor’s name, address, office phone number, and work hours. Due by noon on the first Friday of the term. (can be emailed)

2. Midterm Internship Evaluation (10 %)
Complete the attached form entitled “Midterm Internship Evaluation”. Due by noon, Midterm. (can be emailed)

3. Journal (10 %)
Keep a daily journal of what you did each workday, including your daily impressions of what you saw, problems you encountered, and possible solutions to these problems. Be sure to address the questions you answered in your Job Expectations Memo when it’s appropriate. Your journal will not be shared with your On-site Supervisor. Due by noon, Study Day. (can be emailed)

4. Portfolio (10 %)
This will be a collection of all the work you did during the term. All writing you did should be included. What you turn in will be a copy for me to keep; you will want your original. As you prepare your portfolio, keep in mind the questions in the Job Expectations Memo that would be appropriate to address in the portfolio. It is anticipated that you will complete a portfolio and you should make an appointment with your Internship Coordinator to determine the correct way to put together a portfolio for your area. Due by noon, Study Day.

5. Summary (10 %)
In 2-3 pages summarize your internship, both the highs and the lows. Tell it like it is. What did you learn, or not learn, how could the experience have been better, are the questions I’d like to see answered. Go back through all the questions you answered in Job Expectations Memo; I’d like to see how your internship met—or didn’t meet—your expectations. Try to identify why your experience met or didn’t meet your expectations. Due by noon on Study Day. (can be emailed)

6. On-site Supervisor Evaluations (20 %, 10% each)
The Midterm Agency On-site Supervisor Internship Evaluation should be completed by your on-site On-site Supervisor and returned to your Internship Coordinator by noon on Midterm. You should provide your On-site Supervisor with a pre-addressed envelope and proper postage or your Internship Coordinator’s email address if they would rather scan and email the evaluation.
The Final Agency On-site Supervisor Internship Evaluation should also be accompanied by a stamped, addressed envelope or an email address. Your Internship Coordinator should receive it by noon Study Day.

7. Monthly Reports (20 %, 10% each)
You should email your Internship Coordinator by noon on the 15th of each of the following months, depending on term:

- Fall  September & November
- Spring  February & April
- Summer  June & July

In at least one paragraph, you should discuss your internship, any difficulties you are having, etc.

8. Semester Performance (10 %) – Semester performance is based on cumulative: On-site Supervisor’s feedback, Internship Coordinator’s observations, and adequate completion of designated hours.

Hours and Work Rules
Your On-site Supervisor will determine your work schedule. You should expect to work an average of 10 hours per week in the Fall or Spring term and 18.75 hours in the Summer (minimum total should be 50 per credit hour enrolled). Remember that your On-site Supervisor’s organization may not recognize UNA holidays. For example, you may be asked to work weekends, breaks, etc. You should clarify this with your On-site Supervisor before you start.

Appearance and Conduct
While on the job you must dress and groom yourself, at a minimum, to the standards of the organization for which you are working.

Harassment
Should you be asked to do something you consider illegal, unethical, or immoral, you have the right to, and should, refuse. This includes sexual harassment. If you are placed in a compromising situation, contact your Internship Coordinator immediately. While interning, you should consider the ramifications before engaging in a social relationship with your On-site Supervisor, particularly anything that might be interpreted as outside of a normal, on-the-job relationship.

Withdrawals
By enrolling in the course you have assumed an obligation. Consequently all withdrawals, with two exceptions, will be considered “WF”. A complete withdrawal from the University will produce a simple “W”. Should you be unable to complete the internship for reasons, which were essentially beyond your control (such as the On-site Supervisor takes another job and new placement for you to complete your internship is unsuccessful) you may be able to receive a “WP”. The internship must be completed on time; there will be no grades of “I” for uncompleted work unless arrangements have been made in advance. The last day to withdraw from a class with an automatic “W” is found in the Schedule of Classes.

Withdraw from an internship without good reason may hinder future approval for you to register for an internship.
Midterm Student Internship Evaluation

Student Name: _____________________________________________________________________________
Agency: __________________________________________________________________________________
Agency On-site Supervisor: ___________________________________________________________________
Date: _____________________________________________________________________________________

For the first set of questions, we are interested in the extent to which you agree or disagree with each of the following statements. If you strongly agree, place a 5 in the space provided. If you agree, place a 4 in the space provided. If you are undecided, place a 3 in the space. If you disagree, place a 2 in the space. If you strongly disagree, place a 1 in the space.

_____ 1. My internship has been a valuable learning experience.
_____ 2. I am receiving adequate feedback from my internship On-site Supervisor.
_____ 3. I am given adequate opportunity to do meaningful work.
_____ 4. As a result of my internship, I have a better understanding of the value of communication theory.
_____ 5. My class work has prepared me for this internship.
_____ 6. I interact regularly with my On-site Supervisor at work.
_____ 7. The courses I took in my major prepared me for this internship.
_____ 8. I would recommend this organization to other students as an internship site.

For the next set of items we want to know how important each of the skills listed below are in performing your internship. Use a scale from 1 to 10, with 10 representing an extremely important skill and 1 representing a skill that is not important at all.

_____ 1. Writing (give examples)
_____ 2. Computer knowledge and skills (give examples)
_____ 3. Research (Indicate the kinds of research you are asked to do.)
_____ 4. Group decision making/problem solving
_____ 5. Leadership/Management
_____ 6. Interpersonal communication (include any examples of intercultural interaction)
_____ 7. Strategic Planning
_____ 8. Conflict management
_____ 9. Other relevant skills (please explain)
_____ 10. Public speaking (include any examples of intercultural interaction)
Final Student Internship Evaluation

Student Name:  
Agency:  
Agency On-site Supervisor:  
Date:  

For the first set of questions, we are interested in the extent to which you agree or disagree with each of the following statements. If you strongly agree, place a 5 in the space provided. If you agree, place a 4 in the space provided. If you are undecided, place a 3 in the space. If you disagree, place a 2 in the space. If you strongly disagree, place a 1 in the space.

____ 1. This has been a valuable learning experience.
____ 2. I received adequate feedback from my internship On-site Supervisor.
____ 3. I was given adequate opportunity to do meaningful work.
____ 4. As a result of my internship, I have a better understanding of the value of communication theory.
____ 5. My class work adequately prepared me for this internship.
____ 6. I had adequate opportunity to interact with my on-site On-site Supervisor.
____ 7. The courses I took in my major prepared me for this internship.
____ 8. I would recommend this organization to other students as an internship site.

For the next set of items we want to know how important each of the skills listed below are in performing your internship. Use a scale from 1 to 10, with 10 representing an extremely important skill and 1 representing a skill that is not important at all.

____ 1. Writing (give examples)
____ 2. Computer knowledge and skills (give examples)
____ 3. Research (Indicate the kinds of research you are asked to do.)
____ 4. Group decision making/problem solving
____ 5. Leadership/Management
____ 6. Interpersonal communication (include any examples of intercultural interaction)
____ 7. Strategic Planning
____ 8. Conflict management
____ 9. Other relevant skills (please explain)
____ 10. Public speaking (include any examples of intercultural interaction)
Midterm Agency On-site Supervisor Internship Evaluation

Student Name:  _____________________________________________________________________________
Agency:  __________________________________________________________________________________
Agency On-site Supervisor:  __________________________________________________________________
Date:  _____________________________________________________________________________________

For the first set of questions, we are interested in the extent to which you agree or disagree with each of the following statements. If you strongly agree, place a 5 in the space provided. If you agree, place a 4 in the space provided. If you are undecided, place a 3 in the space. If you disagree, place a 2 in the space. If you strongly disagree, place a 1 in the space.

______ 1. I am satisfied with the performance of this intern.
______ 2. This intern is dependable.
______ 3. This intern has adequate technical communication skills.
______ 4. This intern is motivated.
______ 5. This intern works independently and requires little supervision.
______ 6. This intern has strong research skills.
______ 7. This intern has excellent interpersonal communication skills.
______ 8. This intern has excellent group communication skills.
______ 9. This intern has excellent computer skills.
______ 10. This intern dresses appropriately for work.
______ 11. Hypothetically, if an appropriate position were available, I would hire this intern.

Based on this intern’s performance so far, I would give them a grade of:

A   B   C   D   F

Comments:
(Your written comments are very important. Please take a moment to thoughtfully respond. We ask that you please meet with your intern to discuss any areas of your evaluation you’re willing to share. Thanks for your extra effort.)
These are questions about the intern and their preparation. Please answer candidly. This confidential information is very useful to us in improving our program.

1. Was the intern regular and punctual reporting to work and in completing assigned job?
   - Always
   - Usually
   - Some of the time
   - Rarely or never

2. Did the intern’s work require correction by you or by another individual?
   - Always
   - Usually
   - Some of the time
   - Rarely or never

3. If you had an entry-level job open in the next month, would you hire this intern?
   - Certainly
   - Probably
   - Possibly
   - Probably not
   - Definitely not

4. Did the intern present a positive image in personal appearance and habits?
   - Was Outstanding
   - Very Good
   - Fair
   - Poor Image

5. Was the intern cooperative with you and others on the job?
   - Always
   - Usually
   - There were problems
   - There were many problems

6. Did the intern display initiative by asking questions, requesting additional work, etc.?
   - Extremely active and interested
   - Fairly interested in work
   - Did what assigned but no more, fairly passive
   - Did less than assigned

7. Please rate the intern’s preparation for this internship in the following areas.
   A score of 4 = excellent, 3 = good, 2 = fair, 1 = poor, 0 = no basis for judgment.
   - Writing skill
   - Ability to express self in speech, either informal or formal
   - Knowledge of area covered in internship
   - Ability to use work equipment
   - Knowledge of terms and words used on the job
   - Awareness of practical needs of your business

8. Would you like to make any additional comments about the intern’s job performance?

9. Do you have any comments about the intern’s preparation for the internship, either in knowledge, skills, or attitude toward professional work?

Sign & Date: ____________________________

Thanks for your help.
1. PURPOSE. In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and UNA with respect to student Interns from UNA in an internship arrangements with the Experience Provider.

2. GENERAL CONSIDERATIONS.
   2.1 An internship is a cooperative student program between UNA and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of UNA (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.
   
   2.2 This Agreement is effective as of the Effective Date and may be terminated by UNA or the Experience Provider for any reason by providing 90 days advance written notice to the other party.
   
   2.3 Experience Provider and UNA shall each provide a contact person for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinator for the Experience Provider and for UNA (others may be designated in writing by the parties at any time).
   
   2.4 UNA and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.
   
   2.5 Neither UNA nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and UNA, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.
   
   2.6 UNA acknowledges that all original creative work of any Intern performed as part of an internship shall be considered a “work made for hire,” and that copyright and other intellectual property rights in any such original creative work of Intern shall be owned entirely by the Experience Provider, but Intern is allowed to use said work for personal and professional portfolio purposes (non-commercial).
   
   2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider’s policies and procedures; (ii) report any serious problems related to the Experience Provider and/or On-site Supervisor, including safety and personnel problems, to the Internship Coordinator at UNA and the Experience Provider and/or On-site Supervisor; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.
   
   2.8 The student is not necessarily entitled to a job at the conclusion of the training period. The employer and the student understand that the student is not entitled to wages for the time spent training.
   
   2.9 All parties should adhere to the U.S. Department of Labor’s Wage and Hour Division’s facts regarding Internship Programs under The Fair Labor Standards Act (April 2010):

   This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.
Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.
**Displacement And Supervision Issues**

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

**Job Entitlement**

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that they will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

**Where to Obtain Additional Information**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website:
http://www-wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243). U.S. Department of Labor Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210.

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

3. **RESPONSIBILITIES OF UNA.** The University of North Alabama shall:

3.1 Make reasonable efforts to ensure that each Intern from UNA is aware of Intern’s responsibilities to abide by the terms of Section 2.7, and that each Intern from UNA shall enter into a separate written agreement between UNA and the Intern (“Student Internship Agreement”) identical to the agreement attached as Exhibit A;

3.2 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;

3.3 Ensure that for each internship, the Internship Coordinator of UNA (i) maintains ongoing contacts with the Intern and the Experience Provider and/or On-site Supervisor, (ii) discusses the specifics and expectations of the internship with the Intern and the Experience Provider and/or On-site Supervisor, (iii) monitors the Intern’s progress with the Intern and the Experience Provider and/or On-site Supervisor, and (iv) advises the Intern relative to a program of study related to the internship experience; and
4. RESPONSIBILITIES OF THE EXPERIENCE PROVIDER AND/OR ON-SITE SUPERVISOR.

They shall:

4.1 Provide planned and supervised opportunities for each intern to perform tasks to acquire and practice various skills based on objectives compatible with those of the UNA program;

4.2 Orient the Intern to their rules, policies, procedures, methods, and operations;

4.3 Evaluate the Intern’s performance and notify the UNA Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern.

4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider, including but not limited to providing Workers’ Compensation and/or other employment benefits to the Intern where applicable;

4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider’s independent contractor/employment relationship with the Intern; and

4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

4.7 Apply the following test when considering intern’s assignments: At least 50% of the intern’s time should be dedicated to at least observing, if not participating, in exposure to or refinement of skills. Essentially, any time spent on menial tasks should be matched with true enhancement.

5. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement. Individual degree concentrations may have requirements in addition to the department’s minimum expectations, which should be included and clearly identified (in bold) within this contract prior to distribution.

In witness whereof, the parties have affixed their signatures below:

On-site Supervisor

Sign ____________________________
Print ____________________________
Date ____________________________
Phone number(s) ____________________________
Email ____________________________

University of North Alabama

Sign ____________________________
Print ____________________________
Date ____________________________
Phone number(s) ____________________________
Email ____________________________

Intern

Sign ____________________________
Print ____________________________
Date ____________________________
Phone number(s) ____________________________
Email ____________________________