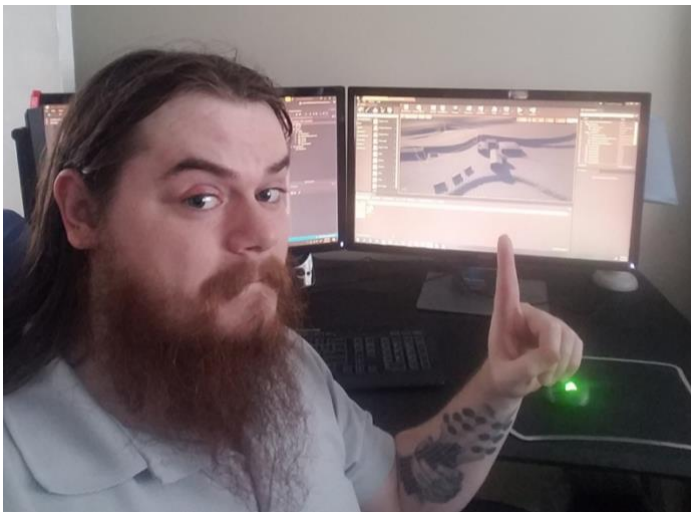


# Communications Media Internship Handbook



Photographs starting top left and going clockwise: Vanessa Kahn (Film/Video), Smithsonian National Zoo, Washington, D.C. Annabella Valle (Theater), Central Square Theater, Cambridge, Massachusetts. Mike Gauthier (Game Design), Albion Sky games, Remote. Brooke Teves (Film/Video) Massachusetts Fisheries and Wildlife, multiple locations across Massachusetts.

## Table of Contents

<b>Introduction, Definition, and Purpose .....</b>	<b>1</b>
Introduction .....	2
Definition .....	2
Purpose.....	3
<b>Role of the Student .....</b>	<b>3</b>
Eligibility.....	3
Certification .....	4
Site Designation .....	5
Interview Preparation.....	6
Interview.....	6
Debriefing .....	7
Internship Preparation.....	7
Executing The Internship .....	8
Follow Up.....	9
<b>Role of the Internship Organization .....</b>	<b>10</b>
Becoming an Internship Site.....	10
Setting Up Internships .....	11
On-Site Supervisor’s Obligations .....	12
<b>Role of Educational Institution.....</b>	<b>13</b>
Phase 1: Qualifying Interns and Internship Sites .....	13
Phase 2: Placement of Students .....	14
Phase 3: Internship Supervision .....	14
Phase 4: Evaluation of Students and Internship Site .....	15
<b>Appendices.....</b>	<b>16</b>
Appendix A: Internships.....	16
Appendix B: Communications Media & Game Design Application for Internship or Capstone .....	18
Appendix C: Communications Media & Game Design Internship Performance Appraisal .....	19
Appendix D: Communications Media & Game Design Internship Program Contractual Agreement .....	21



*Figure 1 Kathleen Duncan (Photography), Indresano Studios, Boston, Massachusetts.*

## Introduction, Definition, and Purpose

### Introduction

The Fitchburg State University Communications Media Internship is the capstone graduation requirement for all Communications Media Department students. It combines academic study with professional experience, providing an exciting and challenging approach to the development and realization of both a student's educational and career goals. The capstone internship occurs in the final semester or a student's academic career, after all other department and university requirements have been satisfied and after the student has successfully completed the Internship Qualification Program (described below). This handbook describes the purpose, sequence of procedures, process of supervision, and evaluation documentation relating to the internship. Please read it carefully. Additional information may be obtained from your advisor, the Department internship supervisor or the Department Chairperson.

### Definition

The capstone internship involves (1) successful completion of the Internship Qualification Program during the semester prior to internship and (2) a supervised learning experience in which the student is placed with an organization that offers the type of career opportunities for which the student has prepared. The Internship Qualification Program consists of a series of preparatory seminars, the design, development, and presentation of a professional portfolio appropriate to one's discipline, and an exit placement interview with the Internship Program Director at which students will receive their internship recommendations; The on-site component of the internship is an engagement that students enter into with an organization and at which they perform tasks, in the role of an experiential learner, that are required in a

real-world corporate setting. **A student's prior or current work experiences, prior or current internships, field studies, or other work-to-learn opportunities, or prior education at other institutions will not be considered in lieu of the required capstone internship.**

## Purpose

The Communications Media internship provides students with the opportunity to:

1. apply skills and knowledge acquired during previous course work
2. acquire additional professional skills and knowledge
3. reality test perceptions of the professional environment in their career fields
4. build experience necessary for future employment in their chosen fields
5. facilitate the transition from the academic world to the professional world
6. access facilities, technology, and environments typical of the professional world
7. participate in experiential learning opportunities in a professional environment
8. evaluate their potential for success in a desired career field
9. prepare for an eventual job search
10. develop constructive and successful work habits and attitudes
11. utilize and strengthen interpersonal and group communication competencies
12. cultivate a self-directing, self-correcting way of life

Evaluation of the successful attainment of these objectives is the sole responsibility of Department of Communications Media faculty.

## Role of the Student

### Eligibility

12-credit internships are full-time, beginning on the first day of classes and ending on the final day of classes. **Averaging 30 to 40 hours per week** for the duration of the semester, this academic experience may occur with large or small, private or public organizations. 6-credit internships average 15 to 20 hours per week for the semester. Students are eligible for the internship, provided that they meet the following requirements.

1. Minimum 2.5 G.P.A. in Communications Media coursework by the end of the semester prior to internship; 3.0 for internships outside New England; 3.3 for international internships
2. Minimum overall 2.0 G.P.A. by the end of the semester prior to internship
3. Senior status
4. Completion of all Communications Media course requirements (no incompletes or in progress)
5. Completion of all other university course work necessary for graduation
6. Successful completion of the Internship Qualification Program
7. Exceptional portfolio and resume (as judged by Communications Media Portfolio Defense Committee)
8. Recommendation of Internship Director, and if deemed necessary, additional faculty members
9. Approval of Department Chairperson

Students apply for an internship by completing the Application for Internship (*Appendix B*) and submitting it to the Internship Director during the Internship Qualification Program in the semester immediately prior to the internship. Before filing this application, students should assess their readiness for an internship experience. Mature students who are ready to handle the responsibilities of experiential learning within their chosen fields will find the experience more rewarding than those who are dependent on constant direction and supervision. This maturity can be seen through the degree of seriousness with which class assignments and other activities are approached. Attitude toward responsibilities and tact in human relationships are every bit as important to internship success as actual skills and knowledge. Students who can demonstrate appropriate skills, knowledge, and maturity are more likely to qualify for an internship.

## Certification

Upon receipt of the Application for Internship, the Internship Director will review the materials to ascertain if the student possesses the required grade point average, is a senior, and has completed all course requirements—both in the Communications Media Department and for the university. Once it has been determined that these qualifications have been met, the Internship Director and the approved students schedule the portfolio defense. At these sessions, students present a portfolio or demo reel and resume, are questioned by committee members about their career goals, asked about their intentions for the internship, and given an opportunity to exhibit their depth of knowledge about communications media and interpersonal communication.





*Figure 2 Sean Gibbons (Film/Video) AbelCine, Burbank, California.*



*Figure 3 Anna Gagnon-Burch (Photography), Anderson Ranch, Snowmass, Colorado.*

If the defense is successful, the Internship Director (often in consultation with other faculty) decides if any other circumstances should prevent a student from participating in an internship. If there are none, the Internship Director submits a list of recommended interns to the Department Chairperson, who will then certify that those students are eligible for enrolling in internship. If a student does not qualify for an internship, the reason(s) will be noted and any necessary remediation will be suggested in order for the student to correct outstanding problems or deficiencies. This remediation will continue until all previously identified deficiencies are corrected. At that time, the student can be permitted to repeat the Internship Qualification Program.

## **Site Designation**

Once eligibility has been certified, the Department Internship Director analyzes all potential internship sites to determine which is most appropriate to the level of competence (both in terms of the student's area of concentration and interpersonal skills) and to the student's career goals. A site is then designated as to where the student could intern, and this site is discussed with the prospective intern in an exit interview with the Internship Director. It should be clearly understood that students are responsible for financing any commuting and/or housing arrangements necessary to reach the internship site. The Department's primary consideration in placing a student is the experiential learning that can be developed through the internship itself. When students are interviewed for internship placement, they may suggest a site, other than those already approved by the Department, where they would like to intern. Students may

intern, with approval, at sites they work at, provided that the work is related to Communications Media.

The proposed internship must be a learning experience. If a student-suggested internship site appears reasonable, the Department Internship Director will evaluate the site for its potential use as an internship. If the site is judged to be desirable, it is added to the Department's list of internship locations and would be considered as an internship site for the student that suggested it. However, it must be clearly understood that regardless of the student's wishes, **the Department's Internship Director is solely responsible for making the final determination as to where students are to be interviewed for an internship.**

### Interview Preparation

After an internship site has been designated by the Department Internship Director, the student should learn as much as possible about the site prior to the interview. It may be possible to call a student who previously interned at the site. The student should also consider contacting the personnel office at the internship site to obtain general information about the organization. Finally, students should utilize online and other resources to research the prospective internship organization.

In preparing for the on-site internship interview, students should create a list of questions to ask the interviewer such as:

1. What will be my responsibilities as an intern in the organization?
2. Will my responsibilities increase as I progress through the internship?
3. What might be some of the tasks I could be assigned during the internship?

Students should also mentally prepare a thorough inventory of themselves: abilities, knowledge, needs, ambitions, values and experience. It is important to project yourself as a person with a clear sense of your strengths and weaknesses, career goals, and plans to achieve them. Consider practicing for the interview with friends.

### Interview

Once a student has made an appointment to be interviewed at the prospective internship site, it is important to keep the appointment and to arrive at the site about 15 minutes ahead of time. Dress professionally. Learn the name of the interviewer and how to pronounce it. Shake hands with firmness. Maintain erect posture. Speak clearly and use appropriate English. Maintain eye contact. Appear to be relaxed, although interviewers normally expect some nervousness. Exhibit self-confidence, but do not be overly aggressive.

Ask questions and give information about yourself. Anticipate questions such as:

1. Why do you want to intern with us?
2. What do you hope to learn from the internship?
3. How has your academic experience prepared you for an internship?

In general, try to convince the interviewer that you are eager to learn and that you desire to help contribute to the success of the organization. Most importantly, give straightforward, honest answers. Admit what you do not know. Do not attempt to present an image that is not you. Leave an impression of sincerity, enthusiasm, responsibility, confidence, and flexibility. Also, try to convey the feeling that you are a “team player” and that you have the ability to get along with all types of people. Take along a resume and a portfolio of your work. Many interviewers will want to see one or both. However, if they don’t you should offer to leave a copy of your resume, as well as a digital version of your portfolio or demo reel. These serve as reminders of who you are and what you have to offer.

## Debriefing

After completing the on-site interview, immediately report your reactions to the Department Internship Director. Indicate whether you would accept the site for an internship. If you accept and the organization accepts, the internship location has been finalized. If the organization rejects you, the Department Internship Director, using feedback from both you and the organization, will tentatively designate another site. You will then repeat the interview process, remediating any deficiencies exposed in the prior interview. If the organization accepts you but you reject the site, a discussion ensues with the Department Internship Director as to why you reached that decision. If the reasons are legitimate, another organization will be selected to interview you.

## Internship Preparation

After an internship location has been finalized (by submitting to the Communications Media office a completed Last Minute Details form—link to online form is located on the Internship page of the Communications Media website), you will receive a letter prior to the internship from the Department Internship Director, confirming the location, outlining the Department’s expectations, the starting and ending date of the experience, etc. A second document containing the academic assignments for the internship is included.

If you intern in the fall or spring semesters, registration will be coordinated for you by the department secretary; if you intern in the summer session, you must register through Graduate and Continuing Education. **The expenses of the internship should be planned for well in advance.** Most internships require commuting, and many will require locating away from Fitchburg. Meals at the location of the internship may be more expensive than the university



cafeteria. Examine your wardrobe to determine if you have clothes appropriate to the corporate culture of the internship environment. If necessary, it is better to postpone the internship and work a semester so that you will have enough resources to enable you to devote full attention to the experiential learning opportunities that an internship provides.

## Executing The Internship

Once you begin the internship, your immediate task is to demonstrate a strong work ethic. It is during the first few days that impressions are made. Bad first impressions are difficult to overcome. Acclimate yourself quickly to the company's culture and policies by listening



*Figure 4 Jeannette Colon (Film/Video), Brockton Community Access Television, Brockton, Massachusetts.*

carefully. Learn how image and style are communicated. Commit to memory people's names and the location of offices and equipment. Welcome and seek feedback and criticism of your performance. Exhibit a positive, can-do attitude. Be on time and be reliable. Keep in mind you are expected to put in a normal working day for at least 15 weeks. Do what is asked of you with enthusiasm and to the best of your ability. Use enough initiative to show your unique qualities and ideas. Learn as much as you can about your career area and its professional world. Learn when it is best to ask questions and when it is best not to.

**Changing internship locations is not permitted.** The only exception is when the intern fails to meet the commitments made to the Department Internship Director and/or in the Internship Contract; or if the Internship Director determines, in consultation with the intern, that the site, despite all preparation, is completely inappropriate for the intern. **The final decision as to whether this is fact will be made by the Department Internship Director.** If verified, the

Department Internship Director will designate another location at which to complete your internship. If unfounded, the intern will be expected to complete the internship at the initial site or withdraw from the Internship. If, in the judgment of the Department Internship Director, you fail to perform your internship in a professional manner, fail to utilize productive interpersonal skills, or fail to execute any part of the Internship Contract, the Department internship supervisor retains the responsibility to terminate the internship. If this occurs, you will receive a grade of zero (0) for the internship and will be permitted to reapply in a succeeding semester only when appropriate remediation has been completed. Such remediation will be prescribed by the Department Internship Director in consultation with the Department Chairperson. The second internship will be located near the university so as to assure appropriate supervision. If you fail (receive a zero) the internship a second time, you will NOT be permitted to graduate with a degree in Communications Media.

Throughout the Internship you will have academic responsibilities in addition to those associated with the on-site obligations. These are outlined in the academic assignment document. Complete all of these assignments on time and in the prescribed style. These are as important as the responsibilities for the organization with which you are interning in assigning a grade for the internship. Your grade is also affected by the performance evaluation of your on-site supervisor (*Appendix C*). Let your on-site supervisor know of your progress and any problems. Ask lots of questions. If problems arise, go to your on-site supervisor immediately so the problems can be dealt with quickly. If the on-site supervisor cannot solve the problem, or you judge the problem to be one that you feel could not be discussed with him or her, contact your faculty internship supervisor promptly. Failure to communicate problems or concerns can only hinder the learning process and can denigrate into additional problems that threaten the success of the internship. In summary, the grade for the internship will take into account the quality of the academic assignments prepared for the faculty internship supervisor as well as the proficiency with which you conduct the internship. More importantly, keep in mind that as an intern you are not only representing yourself but Fitchburg State University and the interning organization as well. Performing in a manner that will bring credit to all three will result in more lasting value than any grade.

### Follow-Up

After the internship is completed, you should write a note of thanks to your on-site supervisor. Try to maintain this contact because, if you performed well, the on-site supervisor will be interested in and helpful to your future.



Figure 5 Kurtis Monahan (PRSA), WICN Radio, Worcester, Massachusetts.

## Role of the Internship Organization

### Becoming an Internship Site

Participating in the Fitchburg State University Communications Media internship program can offer several benefits to organizations. The internship can provide an opportunity for organizations to evaluate a pool of potential employees. In addition, the program enables employers to infuse new ideas and talent into their organizations. Furthermore, involvement in the program can project a favorable image in the professional community because of an organization's commitment to preparing individuals for the field. Finally, it establishes an important liaison with the Fitchburg State academic community.



*Figure 6 Madison Square (PRSA), NBC Marketing, New York City, New York.*

An organization may be contacted either by the Department Internship Director or by a Communications Media student to determine if there is a desire to accept interns. Organizations may also contact the Department Internship Director to express an interest in providing an internship experience. If this initial interaction is positive, the Department Internship Director will analyze the potential for an internship to ascertain the organization's commitment to providing a meaningful learning experience the likelihood of a match between the organization's needs and the type of education given Communications Media students, and the level of operational and technological sophistication and emphasis available at the internship-hosting organization. If both the organization and the Department agree to enter into an internship arrangement, the organization's name is added to the Department's list of internship sites.

In agreeing to provide an internship, organizations should understand the following:

1. A placement of a student with an organization is not guaranteed every semester. Students are qualified by the Department to ensure that organizations are presented with individuals who are interested in the site and who have the potential of meeting the organization's expectations in an intern.

2. The intern is to be provided supervision and guidance during the semester. Student can easily not realize the experiential learning potential of an internship if left to find their way in an unfamiliar organization.
3. Regular communication with the faculty internship supervisor is necessary to avoid problems. This requires the completion of an Internship Agreement, in which learning objectives for the internship are specified, and a performance evaluation for the internship, as well as the availability for on-site visits by a faculty internship supervisor.
4. A full range of entry-level experiences should be provided to the intern. It is understood that this will include menial tasks, but such tasks should not dominate the internship. It is hoped that some freedom to be creative will be incorporated into these experiences, as interns experience their chosen professions first-hand and learn from those experiences.
5. Interns should be given the opportunity to work on a project, with supervision, that is primarily their own. When possible, the finished product should be of such quality that interns could include it in their portfolios for future potential employers.
6. Interns may be compensated or not compensated for services performed as part of the internship, depending on the internship hosting organization's wishes to do so.

## Setting Up Internships

When an organization has agreed to participate in the internship program, the organization should designate an individual to serve as the on-site supervisor. This supervisor should be someone who likes mentoring people entering the professional work world and who likes “teaching.” The on-site supervisor needs to make some initial decisions regarding the type of tasks an intern will be involved with. An internship description, which specifies student learning objectives, should be developed and forwarded to the Department of Communications Media Internship Director.

The Department Internship Director will screen all prospective intern candidates and select a student who has the potential of meeting the expectations of the organization, and who is likely to have a successful experience in that environment. Once a prospective intern has been identified, the student will then contact the on-site supervisor to arrange for an interview. As part of the learning experience of internship, the organization should interview the student in a manner similar to interviewing a prospective entry-level employee. The on-site supervisor

should be included in this interview, when possible. If the organization extends an offer of an internship and the student accepts, then the organization, the student, and the Communications Media Department have agreed to participate in planning and executing an internship.

### **On-Site Supervisor's Obligations**

The on-site supervisor's responsibilities should include but may not be limited to the following:

1. Complete, sign (and have intern sign), and return the Internship Contract (Appendix D).
2. Receive a letter from the Department Internship Director outlining the dates of the internship and other operational details.
3. Orient the intern to the organization its employees, policies, procedures, structure, services, culture, goals, and interrelationships among departments.
4. Schedule experiential learning activities for the intern.
5. Ensure that the intern has the physical resources necessary to complete the activities assigned.
6. Provide periodic feedback to the intern on his or her performance using the Performance Appraisal Form (Appendix C). Keep in mind that constructive criticism is as important as praise.
7. Advise the intern on how to create an effective resume, portfolio, and other professional materials.
8. Discuss the nature of the career field, career opportunities in the field, and career paths in the field with the intern.
9. Counsel the intern in dealing with problems encountered in performing his or her role as an intern.
10. Contact the faculty internship supervisor about any problems that may arise and require notification of the university.
11. Meet with the faculty internship supervisor during on-site visitation(s).
12. Direct the intern to the appropriate (but not privileged) information required to complete the academic assignments of internship.
13. Consider writing a letter of reference for the intern.
14. Complete the Online Performance Appraisal Form (sample—Appendix C) at the end of the internship. The link will be emailed to you. This document is used by the faculty internship supervisor as one input in determining a grade for the intern. Other inputs include the various academic assignments of the internship.
15. Treat the intern with the same respect and professionalism extended to employees.





*Figure 7 Rolinda Marcelino (Game Design), Brewster Branding, Stoughton, Massachusetts.*

The on-site supervisor should remember that the intern is a student and does not bring to the internship all the knowledge and experience held by an experienced job applicant. It is the Department's desire that this additional experience and knowledge be acquired through the internship. Nonetheless, the on-site supervisor can assume that the student will display enthusiasm, self-confidence, initiative and professionalism; traits which the intern can use to make a positive contribution to the organization.

## Role of Educational Institution

Policies and procedures for Fitchburg State University Communications Media internships are established by the Department and the University, with the Chairperson and/or Department Internship Director charged with the responsibility for their execution. These regulations can be organized into four phases.

### Phase 1: Qualifying Interns and Internship Sites

In this phase the Department will:

1. Provide a series of internship preparatory seminars
2. Provide the Application for Internship
3. Arrange for a portfolio defense with Communications Media faculty
4. Certify students eligible for an internship
5. Maintain a list of possible internship sites
6. Evaluate possible new internship sites
7. Ascertain the current willingness of each site to provide a quality internship



*Figure 8 Erica Titus (Graphic Design, PRSA), Joshua Allen Design, Sterling, Massachusetts.*

## Phase 2: Placement of Students

In this phase the Department will:

1. Target an internship site
2. Brief the student on the experiences offered at the targeted site
3. Instruct the student to arrange for on-site interview
4. Determine the appropriateness of a prospective internship
5. Negotiate and approve an Internship Agreement
6. Notify the student of the operational details of the internship
7. Apprise the on-site supervisor of the mechanics of the internship

## Phase 3: Internship Supervision

In this phase the Department will:

1. Schedule on-site visitations
2. Furnish feedback to students and the on-site supervisors following each on-site visitation
3. Document each student's internship and academic performance
4. Intervene in the event that on-site problems are irresolvable by the on-site supervisor
5. Remove students from an internship location because of the failure of the student or the on-site supervisor to perform obligations identified in the Internship Agreement, failure of the student to act in a professional manner or failure of the student to utilize productive interpersonal skills. If the on-site supervisor is negligent, another internship location will be designated for the student. If the student is negligent, the internship is terminated and a failing grade is assigned for the Internship.
6. Provide periodic telephone contacts with the on-site supervisor
7. Serve as an advisor if the student feels the need for such help or if the student feels that events have evolved to a state that endangers the internship.

## Phase 4: Evaluation of Students and Internship Site

In this phase the Department will:

1. Coordinate the completion of the Internship Performance Appraisal form by the on-site supervisor
2. Review the Internship Contract at the completion of the experience to determine the degree to which the student met obligations and expectations
3. Evaluate all academic assignments and the Performance Appraisal form
4. Ascribe a grade for the total internship experience
5. Assess the internship organization in regard to the quality of the experience provided and in regard to the fulfillment of the commitments made in the Internship Contract
6. Maintain a file of documents relating to each internship.



*Figure 9 Mercedes Villeneuve (Graphic Design) Portland Monthly Magazine, Portland, Maine.*



*Figure 10 Oliver Eason (Film/Video), Hull Bay Productions, Leominster, Massachusetts.*

# Appendices

## Appendix A: Internships

The Communications Media Department provides internships in the following areas:

### Television Production

Production House

Broadcast

Documentary

Educational

Medical

Governmental

Sports



Figure 11 Nick Trotto (PRSA) Worcester Chamber of Commerce, Worcester, Massachusetts.

### Film Production

Production

Pre-Production

Script Analysis

Post Production

Casting

Location Scouting

Rental House



Figure 12 Kiera Lucia Intus Nielson (Film/Video), Windy Films, Brooklyn, New York.



## Graphic Design

Advertising

Design Agency

Exhibits and Displays

Computer Illustration

Animation

Web Design

## Photography

Corporate

Studio

Fashion

Food Product

Architecture

Children

Portrait

Medical

Journalism

Fine Art

## Professional Communication

Public Relations

Advertising

MarCom

Promotions

Journalism



Figure 13 Jarrod Sutcliffe (PRSA, Photography), Holy Cross Athletics, Worcester, Massachusetts.



Figure 14 Kayla Bertucci (Photography), Dani Fine Photography, Northampton, Massachusetts.





## Appendix B: Communications Media & Game Design Application for Internship or Capstone

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

FSU Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Communications Media or Game Design Advisor: \_\_\_\_\_

Semester you desire to intern: \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Comm Media or Game Design GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Comm Media Concentration(s): \_\_\_\_\_

Type of Internship Desired (identify a sub-specialty (or specialties) within Comm Media or Game Design; for example, Photography—studio, lifestyles, journalism, product, food, etcetera. Professional Communication—marketing communication, public relations, advertising, social media, etcetera. Graphic Design—advertising, promotion, web design, etcetera. Film/Video—pre-production, production, post-production, documentary, etcetera. Game Design—art, programming, architecture, narrative, level design, etcetera.)

Describe how your coursework, interests, and other experiences have prepared you for an internship. Also indicate what you hope to learn and achieve in an internship. **(Continue on another page if necessary.)**

**Appendix C: Communications Media & Game Design Internship Performance Appraisal**

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Please comment on the following items.

1. Did the intern demonstrate acceptable overall knowledge of his/her discipline to be competitive with potential entry-level job applicants?

☐ **Yes.**      ☐ **No.**

If No, what areas need improvement?

2. Did the intern demonstrate acceptable knowledge of software and hardware required to be competitive with potential entry-level job applicants?

☐ **Yes.**      ☐ **No.**

If No, please identify specific software programs and/or technologies that the intern, in your opinion, should know.

3. Did the intern demonstrate appropriate initiative to be competitive with potential entry-level job applicants?

☐ **Yes.**      ☐ **No.**

If No, what areas need improvement?

4. Did the intern demonstrate oral and written communication skills appropriate to your organization and/or profession?

☐ **Yes.**      ☐ **No.**

If No, what areas need improvement?

5. Did the intern demonstrate appropriate time management skills?

☐ **Yes.**      ☐ **No.**

If No, what areas need improvement?

6. Did the intern demonstrate appropriate ethical integrity?

☐ **Yes.**      ☐ **No.**

If No, what areas need improvement?

7. If an opening for an employee at his level in your organization existed, would you consider this intern to be competitive?

☐ **Yes.**      ☐ **No.**

Thank you for your time and for providing valuable mentoring and experiences for our intern from the Communications Media Department at Fitchburg State University.

Charles H. Sides, Ph.D., [csides@fitchburgstate.edu](mailto:csides@fitchburgstate.edu)  
Professor and Director of Internships  
Communications Media Department  
Fitchburg State University

## **Appendix D: Communications Media & Game Design Internship Program Contractual Agreement**

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_

Student Name:\_\_\_\_\_Academic Program:\_\_\_\_\_

\_\_\_\_\_, the Internship Site, recognizes the professional responsibility of assisting in the teaching of students interested in communications disciplines and of providing assistance to Fitchburg State University by participating in its internship program. Similarly, the University desires to obtain the assistance of the Internship Site in furthering its educational objectives.

In consideration of those mutual interests, Fitchburg State University and the Internship Site agree as follows:

### *Responsibilities of the University*

1. Plan for the educational experience of the intern.
2. Expect interns to comply with current policies and procedures of the Internship site.
3. Provide interns who meet all academic qualification standards, as established by their academic department.
4. Propose the internship start and end dates, as well as the total number of hours students will be assigned to the internship, at the beginning of each semester.
5. Provide a specific faculty member who will serve as liaison with internship site personnel.
6. Provide and maintain records and reports necessary for conducting the learning experience (see Communications Media Internship Handbook, [www.fitchburgstate.edu/comminternships/](http://www.fitchburgstate.edu/comminternships/)).
7. Provide educational objectives for the internship and curriculum content (see Communications Media Internship Handbook, [www.fitchburgstate.edu/comminternships/](http://www.fitchburgstate.edu/comminternships/)).
8. To withdraw any student or faculty member from the program when such student or staff person is unacceptable or undesirable to the Internship Site for reasons of health, performance of duties, or other reasonable causes.
9. Procure and maintain, by the University, professional liability insurance coverage in the amount of \$1 million per occurrence and \$3 million in the aggregate covering all students and faculty who participate in the internship program. This signed form shall be provided to the Internship Site and filed in the Office of Academic Affairs as evidence of this provision. The university will notify the Internship Site in writing promptly in the event that such coverage is changed or cancelled.
10. Require students to provide evidence of current physical examinations, including documentation of Rubella immunity, evidence of immunity to chicken pox (Varicella)

provided either through a physician's note or proof of titer, a Negative (-) Mantoux Test, and Hepatitis B Immunity, if required by the Internship Site.

### *Responsibilities of the Internship Site*

1. Orient the intern to the physical facilities, policies, and procedures of the Internship Site.
2. Provide an experience under the supervision of qualified personnel that meets the stated learning objectives of the educational program (as agreed to by both parties). In essence, this means that the student will observe and participate in the Internship Site (to the extent allowed by licensing and liability requirements) in accordance with the Communications Media Internship Handbook ([www.fitchburgstate.edu/comminternships/](http://www.fitchburgstate.edu/comminternships/)) and as outlined in this document:
  - a. Provide a description of Student Responsibilities and Learning Objectives:
    - i. Hours Per Week\_\_\_\_\_;
    - ii. Total Hours/Semester\_\_\_\_\_;
    - iii. Describe scope of tasks and activities in which the intern will be involved over the course of the internship experience:
    - iv. Learning objectives for intern:
  - b. Describe the Internship Site's support system, in particular the safeguards taken to minimize risks to the intern in situations that may require expertise beyond their current capabilities, if applicable:



3. Expect the intern to perform only those tasks commensurate with his/her level of education and experience and furnish direct supervision to provide for the student's safety and welfare.
4. Provide specific person to supervise the internship and act as liaison between the Internship Site and University.
5. Evaluate the intern's performance at the conclusion of the internship (a form is provided for this).

#### *Responsibilities of Both Parties*

1. No individual participating in this program shall be discriminated against because of race, color, sex, marital status, religion, age, national origin, handicap, or veteran status.
2. To meet, as appropriate, and review the intern's performance and the internship program.

#### *Indemnification Agreement*

1. To the extent permitted by law, the University agrees to indemnify and hold harmless Internship Site, its respective Trustees, officers, directors, agents and its employees and all professional and administrative staff working for or at Internship Site from any actions, proceedings, claims, liabilities, losses, damages, costs and expenses of any nature including personal injury, death or property damage (including without limitation Internship Site's reasonable attorney's fees and costs) arising out of, resulting from or relating to 1) Internship Site's participation in the program (including but not limited to participation in any evaluation of students); 2) the acts or omissions of any student, instructor, or person affiliated with the University including its employees, servants, agents or; 3) breach of any of the terms hereof by the University, except to the extent such claims, liabilities, damages, costs and expenses are determined to be the result of the negligence of the Internship Site, its Trustees, officers, directors, agents and employees.
2. Notwithstanding the foregoing, in the event that the University is a public university of the Commonwealth of Massachusetts ("public university"), no Board of Trustees, or agents thereof, of any public university has the authority, statutory or otherwise, to enter into an indemnification or hold harmless agreement on behalf of a public university of the Commonwealth. Further, pursuant to amended Article 62, §1, of the Massachusetts Constitution, and applicable Massachusetts case law, the Commonwealth and public university are prohibited from indemnifying or holding harm-less, in any manner, any individual or any private association, or any corporation which is privately owned and managed. Where the party to a contract with the Commonwealth or public university is not an individual private association, or a corporation which is privately owned and managed, the Commonwealth or public university can indemnify or hold harmless such party only upon a two-thirds vote of each House of the Massachusetts Legislature.

3. In the event of that repeal of amended Article 62, §1, AND the enactment of statutory authority authorizing a Board of Trustees, or agents thereof, of a public university of this Commonwealth, to enter into an indemnification or hold harmless agreement on behalf of a public university of this Commonwealth, the parties agree to the terms of the preceding paragraph, to the extent that these terms are consistent with such statutory authority.

### *Responsibilities of the Student*

1. Student Health—A student who becomes ill or injured while performing the educational experience may report to the university Health Service for treatment; may seek treatment with his or her own physicians; or may report to the emergency room/outpatient clinic of the Internship Site, if applicable. In all instances, student is ultimately responsible for payment of fees related to illness or injury.
2. Salary and Time Commitment—For six (6) credit hours, the student will spend a minimum of 225 hours, for nine (9) credit hours, a minimum of 337.5 hours, and for twelve (12) credit hours, a minimum of 450 hours at the Field Placement Site. Time credit can be given for work done away from the workplace if agreed to by the faculty of the university and Internship Site. The student will keep a weekly journal of the hours spent at the Internship Site, the activities performed, and the learning experienced (see Communications Media Internship Handbook, [www.fitchburgstate.edu/comminternships/](http://www.fitchburgstate.edu/comminternships/)).
3. Student Goals and Objectives—The student requests experiences, listed above under Learning Objectives, that will take advantage of and build upon his/her academic program in preparation for entry into a career.
4. Evaluation Procedures—The student will meet, when practical, for a minimum of two onsite visits (instate internships) or one onsite visit (out-of-state internships) with the faculty internship supervisor during the semester and be responsible for written work as outlined in the Communications Media Internship Handbook ([www.fitchburgstate.edu/comminternships/](http://www.fitchburgstate.edu/comminternships/)) and in the Internship Assignment document.
5. The student will be evaluated by his/her supervisor at the Internship Site, as well as by the faculty supervisor.

This agreement is for the duration of the student internship, and may be terminated by any of the parties, including the student, upon written notice. The duration of the internship will be from \_\_\_\_\_ to \_\_\_\_\_.

Student Name (please print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

Internship Location Name (please print): \_\_\_\_\_

Internship Site Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

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

Internship Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fitchburg State University

160 Pearl Street

Fitchburg, Massachusetts 01420

Telephone: Dr. Charles H. Sides (978)-665-3548

Fax: (978)-665-3055

Email: [csides@fitchburgstate.edu](mailto:csides@fitchburgstate.edu)