**University of Wisconsin-Milwaukee Department of Communication**

**INTERNSHIP PROGRAM ACKNOWLEDGEMENT**

The University of Wisconsin-Milwaukee (“UWM”) Department of Communication offers a non-required undergraduate internship class (Communication Course #698) to expand educational opportunities by giving students practical experience in one or more fields of communication. In order to register for Communication 698, students must meet certain minimum qualifications established by the Program and must have the written permission of the Program representative to register.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter the “Facility”) has agreed to provide an internship opportunity to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter the “Student”) for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The following memorandum sets forth the general commitments and obligations between the Facility and the Student relating to this internship.

1. Work duties and work schedules will be negotiated directly between the Student and the Facility. It is understood that the Student must work a minimum of 125 hours during the semester term and no more than 25% of the work should be allocated to administrative tasks to earn three credits in Communication 698.
2. The Facility will provide appropriate professional work space and supervision to the Student. The Facility will also provide all appropriate orientation, training, and evaluation of the Student.
3. The Facility agrees to make the Student’s internship supervisor or other authorized representatives of the Facility reasonably available, which generally means at least once during the internship, to a UWM Program representative to discuss the Student’s duties and performance.
4. At the midpoint and conclusion of an internship, the Facility’s internship supervisor will submit via email or first class United States mail a brief written evaluation of the Student’s performance, including a suggested final grade for the Student and a statement of the number of hours that the Student completed. The Facility acknowledges that this written evaluation will be placed in the Student’s UWM file and that UWM may refer to its contents in letters of recommendation to prospective employers.
5. The Student will submit coursework to UWM instructors throughout the semester which includes information about the internship. The Student’s final grade will be determined by UWM, in its sole discretion, and will be based on, among other things, the Facility’s written evaluation and the Student’s final report.
6. The Student’s internship can be terminated if the Student, the Facility, or the Program representative believe the Student is not making satisfactory progress and/or that the Facility is not meeting its obligations to the Student as stated in this document. If the Facility desires to terminate an internship for performance-related reasons, the Facility will consult with the Program representative prior to such termination to determine whether any meaningful efforts to help the Student improve her/his performance.
7. The Program encourages, but does not require, the Facility to compensate the student monetarily for the internship. Any such payments will be negotiated directly between the Student and the Facility.
8. The Facility agrees to notify the Student of any required background investigations, drug testing, or health screenings.
9. The specific duties and expectations of the internship are described in detail below. (Use the below space or submit separately.)

The following signatures signify receipt and approval of this Program Acknowledgment:

FOR THE FACILITY:

Facility Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Representative Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Facility Representative Signature Date

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

Facility Representative Printed Name

I agree to the terms of the internship as set forth in this Memorandum:

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Student Signature Date

Specific Duties and Other Expectations Relating to this Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The above referenced duties fit the parameters of a UWM Communication internship. Any questions or concerns about the internship either from the Facility or the Student should be directed the UWM faculty member listed below.

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Ali Gattoni, Ph.D. Date

Communication Internship Director

Email: lgattoni@uwm.edu