



Spring Semester 2018

Dear Intern Supervisor:

Thank you for accepting a Department of Communication Intern. To expedite the process, please fill out the attached **company/position description form if you have not already done so**. We ask that you sign weekly time sheets and fill out a formal evaluation of the intern at the end of the semester. You are, of course, welcome to contact me at any time that you have questions, comments or concerns.

Once placed in an intern position, **the student is expected to work a minimum of 135 hours** in order to receive three college credit hours. A typical internship will require 10 hours a week for 14 weeks time; however, other more appropriate or mutually desirable arrangements can be made. I encourage you to set high expectations for the intern, supported by a structured learning opportunity in which the student is given some regular training on the professional standards and expectations of the job. The most satisfactory internship experiences come from clear expectations and portfolio building work.

While no fee is required to have a UC intern, we certainly do appreciate support for our special initiatives to assist and recognize our students. If you desire to support these efforts, you can direct your donation to the **UC Foundation-Communication Forum Fund**. You will receive a thank you letter from the Foundation that clearly states that your contribution is **tax deductible**. Please fill out the enclosed **donation form** and send it to me if you want to contribute. Thank you in advance for your generosity.

I want to make you aware our upcoming intern recruitment event. We want to help our students connect with strong internship sites, and make it easier and more efficient for you to find appropriate interns. More details will be forthcoming, but for now please mark your calendar for

Dept. of Communication Intern Placement Day
Wednesday, March 7, 2018, 1-3 pm
Great Hall, UC Tangeman University Center

All potential and current intern supervisors, interns, faculty and communication students are also invited to attend our annual **CommCeleb** open house reception, which will occur in April 2018. You will receive more information as the event approaches.

Please call me at 513-556-4473 or email me (preferred) at Maribeth.Metzler@uc.edu if I can assist you in any way.

Warm Regards,

Maribeth S. Metzler, PhD
Director of Communication Internship Program
Department of Communication
University of Cincinnati
PO Box 210184
Cincinnati, OH 45221

UC Communication Intern Donation Form

The UC Department of Communication is proud of the many outstanding internship contributions of our students. Donations support our annual CommCeleb recognition event, Communication undergraduate scholarships, and other student initiatives. We are looking for sponsors and would love to discuss the benefits of our program with you. From talented and enthusiastic interns to available corporate and non-profit naming rights, mutually beneficial partnerships are available.

Please direct your valued donation to the: **UC Foundation -Communication Forum Fund**. You will receive a thank you letter from the Foundation that clearly states that your contribution is **tax deductible**. Please fill out this enclosed **donation form** and send it to me at any time. Thank you in advance for your generosity.

Friend level \$100 _____

Sponsor level \$250 _____

Champion level \$500 _____

Other _____

Make check out to: **UC Foundation /Communication Forum Fund. All Donations are tax deductible.**

Payment:

_____ Check enclosed
_____ Check will be mailed by _____.

Comments:

Mail to: **Maribeth S. Metzler, PhD**
Director of Communication Internship Program
Dept. of Communication
University of Cincinnati
PO Box 210184
Cincinnati, OH 45221-0184

UC Communication Intern Position Description Form

Company Name:

Address:

Phone #:

Website Address:

Intern Supervisor:

Title:

Supervisor Email (business, not personal):

Department:

Alternate contact name:

Products/Services:

Internship Responsibilities:

Required skills/training:

Preferred hours:

Other relevant information:

Paid: Amount \$_____ / _____ Nonpaid

Intern in Communication Contract/Pledge Form

Intern Name: _____ Intern Title: _____
Intern Phone Number: _____ E-mail: _____
Company: _____
Company address: _____
Intern Supervisor: _____
Phone: _____ Business E-mail: _____

The most satisfactory internship experiences come from clear expectations and portfolio building work:

Intern Pledge:

In accepting this 3 credit, 135 hour internship assignment, I pledge to:

- make my internship meaningful by being punctual, committed to learning and dedicated to achieving excellence;
- follow directions to the best of my ability and strive to produce professional results;
- welcome and respond to feedback appropriately;
- ask questions when I don't understand a direction;
- register for 3091 credit and communicate with Dr. Metzler during the semester to discuss the progress of the internship;
- complete all class assignments;
- and obtain a final evaluation from my supervisor.

Intern Signature: _____ **Date:** _____

Intern Supervisor Pledge:

In accepting the responsibility of supervising a University of Cincinnati Communication student, I pledge to:

- give the intern meaningful work in communication with encouraging guidance and supervision;
- set high expectations for the intern, supported by a structured learning opportunity in which the student is given some regular training on the professional standards and expectations of the job;
- realize that the internship is primarily a learning opportunity and that my intern is a full-time student and will need to schedule work around their class schedule;
- give constructive criticism where needed and praise when deserved;
- and sign weekly time sheets and fill out a formal evaluation of the intern at the end of the semester.

Intern Supervisor Signature: _____ **Date:** _____

Additional hours to be worked: _____ Sup. Initials _____ Intern Initials _____

Additional credit hours: _____ Dr. Metzler initials _____