

COM 495 Communication Internships  
**MEMORANDUM OF AGREEMENT**

*A contract between students and internship instructor*

Semester/Year: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Name of Student: \_\_\_\_\_ SS#: \_\_\_\_\_  
(Last First M.I)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

Have you previously completed COM 495?

\_\_\_\_\_ NO

\_\_\_\_\_ YES, please describe where you completed it:

\_\_\_\_\_

EVALUATION: (Letter Grade: A-F option required.)

(10%) 1. **Log of Internship Contact Hours**

Minimum of 50 hours per credit hour. List hours each time you are at your internship plus a short description of what you did during that time. Have your supervisor sign your log at appropriate intervals (every month is recommended). The format will be provided separately.

(30%) 2. **Weekly Journal of Activities**

Your journal should be a diary to yourself. You will want to dialogue about your concerns. For example, people that you meet and like or dislike working with and why, work assignments that interest or don't interest you. You should post weekly journals before the midnight of due dates (see our weekly schedule) to our WebCT homepage at <http://webct.hawaii.edu>

(20%) 3. ***Evaluation by the Intern's Supervisor***

Evaluation forms should be sent directly to the instructor by your supervisor near the end of the semester. You have the responsibility to remind your supervisor to have this done on time.

(20%) 4a. ***Electronic Portfolio***

The main objective of this internship is to provide you with the opportunity of experiencing the possible future workplace and tasks. Another objective is to equip you with the effective tools to knock open a successful door. The electronic portfolio plays a key role at this age of informational superhighway. At the end of the semester, you will submit a simple personal webpage, which contains a ***homepage***, a ***cover letter*** for seeking employment in the organization that you are doing your internship for the semester, your ***resume*** and a simple page, reflecting your ***internship experience***.

OR

(20%) 4b. ***Final Report***

This final report should contain a paper-pencil ***resume***, a ***cover letter*** for seeking employment in the organization that you are doing your internship for the semester, and a ***4-pages final written critique*** (description will be provided separately).

(20%) 5. ***Participation***

Since this is a letter grade course, the realization that this is a NORMAL class is very important. Your full attendance and positive attitude to participate in this course will fulfill this requirement. Be aware that since this class only meets once a month, every class meeting plays important role toward your final grade. Keeping your instructor informed about any difficulties of this class will also increase your credibility of participation.

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Student's Signature

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Date

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Sandra Wu, Communication Internship Instructor,  
School of Communications