***STUDENT MUST HAVE SIGNATURE OF DR. NELSON BEFORE STARTING INTERNSHIP**

JRN 4070 INTERNSHIP LEARNING AGREEMENT

Cells are designed to expand as you type.

Point Loma Nazarene University Internship Program
Journalism Department Bond Academic Center
3900 Lomaland Drive
San Diego, CA 92106-2899
619.849.2695 (main office)

Procedure Checklist:

_____ 1. Meet with PLNU supervisor to discuss internship options.

_____ 2. Begin discussion with job site supervisor to establish initial agreement for internship. Work out details with the site contact person.

_____3. Finalize initial paperwork and submit copies to your PLNU supervisor. Retain copies for yourself and for your site supervisor.

_____4. Begin your internship, keeping your learning objectives in consideration as you work.

_____5. Meet with your PLNU site supervisor mid-way through your internship to discuss your progress.

_____6. Upon completion of internship, give your site supervisor the paperwork to complete. Consider asking your site supervisor for a letter of recommendation for your personal files.

_____7. Meet with your PLNU supervisor to finalize completion of your internship.

_____8. Submit one copy of all completed paperwork to your PLNU supervisor and to the LJML office.

***STUDENT MUST HAVE SIGNATURE OF DR. NELSON BEFORE STARTING INTERNSHIP**

JRN 4070 INTERNSHIP LEARNING AGREEMENT

Cells are designed to expand as you type.

Point Loma Nazarene University Internship Program
Journalism Department Bond Academic Center
3900 Lomaland Drive
San Diego, CA 92106-2899
619.849.2695 (main office)

Items in RED or marked with *** are to be completed by the Site Supervisor of the Internship.

Student

Name_____ Phone_____ Date_____

University Address_____

Home Address_____

Major_____ GPA_____ Fresh_____ Soph_____ Jr_____ Sr._____

Brief Description of Internship

Name of Agency or Firm:
Intern Supervisor:
Phone:
Address:
Intern Assignment:

Statement of Internship Goals (What do you want to learn from this experience?)

1.
2.
3.
4.

Internship Assignment: What you will actually be doing to meet your goals?

1.
2.
3.
4.

Internship Begins:	**Internship Ends:**

Weekly Work Schedule: Record the time you will work.

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Other

Signature of Intern Supervisor **Date**

ACADEMIC CONSIDERATIONS
(To be completed by the student intern and the PLNU supervisor.)

_____
Faculty Sponsor Department

Course name/number_____Credits_____

Academic Expectations with description

Paper:	Oral Report:
Project:	Daily Log:
Weekly Progress Report:	Conference:
Other:	

I have approved this internship for the above student:

_____
Faculty Sponsor's Signature **Date**

In signing this agreement the student agrees to perform the work described above.

_____
Student's Signature **Date**

EVALUATION OF INTERNSHIP EXPERIENCE
(To be completed by the intern at the end of the internship.)

Name of Intern:
Type of Internship:
Agency or Firm:
Assigned Duties:
Most significant aspect of the internship:
Least significant aspect of the internship:
What would have made this internship more meaningful?
Describe what you perceive to be the educational benefits of the internship.

Would you recommend this internship to a person with similar interests as yours? Why or why not?

EVALUATION OF POINT LOMA NAZARENE UNIVERSITY INTERN
(To be completed by the site supervisor at the end of the internship.)***

To Evaluator: The intern you supervised this semester is receiving a grade for their involvement with your business or agency. Your careful evaluation will be used by the faculty supervisor who is responsible for assigning the intern a grade.

PLEASE RETURN THIS FORM TO:

Point Loma Nazarene University (PLNU)
Department of Literature, Journalism, Writing and Languages
3900 Lomaland Drive
San Diego, CA 92106-2899
Dean Nelson: 619.849.2592 deannelson@pointloma.edu

Name of Intern-_____ Today's Date_____

Name of Evaluator_____ Position_____

Company/Agency_____ Phone_____

I. PERFORMANCE EVALUATION

List tasks performed by intern, and evaluate appropriately: 5=Excellent; 1= Poor: N/A

1. Score:
2. Score:
3. Score:
4. Score:
5. Score:
6. Score:

II. WORKER'S TRAITS

General Appearance:
Communication Skills:
Initiative and Resourcefulness:
Emotional Maturity, Poise, Self-Confidence:
Writing Ability:
Dependability:
Ability to work with people:
Recommended Grade:

ADDITIONAL COMMENTS (Strengths, weaknesses, additional suggestions)

Point Loma Nazarene University
JOURNALISM INTERNSHIP PROGRAM EVALUATION
(To be filled out by site supervisor after the internship is completed.)***

Supervisor/Evaluator_____

Company_____Date_____

In the future, would you like to see more active supervision on the part of Point Loma Nazarene University personnel? Yes_____No_____

Explain:

Would you like more information about the University? Yes_____No_____

Would you like to arrange to visit the campus? Yes_____No_____

If so, what days and times would be best for you to visit?

During your involvement with the PLNU intern did you have any ideas that could strengthen our future program?

Explain:

What was the least beneficial aspect of working with a PLNU intern?

Explain:

What was the most beneficial aspect of working with a PLNU intern?

Explain:

Thank you for your help