

## COM421 Internship Important Reminders

(Please sign when picking up your Handbook)

- (1) You are responsible for securing a valid internship and completing all internship paperwork assigned for COM421 Internship Course.
- (2) There are NO "incomplete" or "in progress" grades given for COM421 Internship Course.

*\* However, you MAY still earn the 3 credits if your delinquency is rectified by the end of the following semester (e.g., say you are enrolled in COM421 during a Fall semester but are only assigned to work 110 of the required 120 – 150 hours. When you come back to school for the start of the Spring semester, you would need to finish the remaining 10 hours and turn in your signed timecard as soon as possible. At that point, Professor Newman will submit a Change of Grade form to the Records Office and your grade of "No Credit" would be changed to "Credit").*

- (3) Your paperwork should be turned in regularly throughout the semester. Place forms in the mail box labeled "Internship Forms" in the department office Cabrillo room 206. If you FAX your forms call department assistant at 619-849-2605 to confirm the fax was received.
- (4) You have 30 days from the beginning of the semester to turn in your registration form (page 6-7 of handbook) or **YOU WILL BE DROPPED.**

### "What if I don't complete all requirements by the end of the next semester?"

- (1) If you do NOT complete all the requirements by the end of the next subsequent semester, the only possibility of receiving credit would be by filing a "Petition for Curricular Exception" with the Dean of Administration.
- (2) *However, according to university policy, no grade will be changed – FOR ANY REASON – after a period of one year has passed.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# COM421 Internship Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

PLNU ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Semester/year for which you are applying:

FA' \_\_\_\_\_

SP' \_\_\_\_\_

SU' \_\_\_\_\_

Are you currently enrolled in COM421 for the semester noted above:

Yes ☐ No ☐

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## Internship Site Information

Company Name and Address:

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Internship Description:

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Melissa Newman

Internship Advisor

Department of Communication & Theatre

# Point Loma Nazarene University

## *Department of Communication & Theatre*

Dr. Melissa Newman, Internship Advisor

Email: mnewman@pointloma.edu Phone: 619.849.2561

### *COM421 Internship Agreement with the PLNU Department of Communication & Theatre*

Internship site companies and supervisors agree to meet the requirements noted below and to provide the necessary documentation in order for the intern to receive college credit (3 units):

\_\_\_\_\_ Total of 120 – 150 hours of intern experience over the course of a 15 week semester.

\_\_\_\_\_ Agree with the student intern on meaningful learning goals.

\_\_\_\_\_ Sign monthly timecards verifying hours worked.

\_\_\_\_\_ Complete two (2) evaluations of the student. The first should come early in the semester so that any concerns can be addressed and the second evaluation should come toward the end of the semester.

Note. All of the necessary forms are contained in the *Internship Handbook* and will be provided to you by your student intern.

\_\_\_\_\_  
Supervisor Name (Please print)

\_\_\_\_\_  
Student Intern (Please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Company Name (Intern site)

\_\_\_\_\_  
Today's Date

**POINT LOMA**  
**NAZARENE UNIVERSITY**

*DEPARTMENT OF  
COMMUNICATION & THEATRE*

**INTERNSHIP  
HANDBOOK**

*Department Internship Director*

Dr. Melissa Newman  
Internship Advisor  
Department of Communication & Theatre  
Point Loma Nazarene University  
3900 Lomaland Drive  
San Diego, CA 92106  
[mnewman@pointloma.edu](mailto:mnewman@pointloma.edu)  
(619) 849-2561

# ***DEPARTMENT OF COMMUNICATION AND THEATRE***

## **INTERNSHIP HANDBOOK**

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***It is your responsibility to turn in the following forms to receive credit at the end of the semester.***

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# Introduction to COM421 Internship

Dear Intern,

Welcome to the Internship Course!

You are embarking on a very important journey this semester. The internship experience is designed to provide important skills for you to enhance your academic experience and cultivate additional skills as you prepare to enter the workplace. This is where scholarship meets the real world!

The information provided in this notebook will inform you of the internship requirements and guide you as you seek to fulfil those requirements to earn course credit. There are some important procedures and some strict deadlines for you to be eligible to earn credit for your hard work. Please pay careful attention to these deadlines to avoid any problems down the road. This notebook serves as our "contract" with you during the semester. To that end, it is very important you meet the deadlines set forth within.

While it is your responsibility to find an internship suitable for you, it is our goal to assist you and encourage your efforts. It is our hope you will receive the great benefits derived from working alongside seasoned professionals in a setting conducive to your desired vocation. Additionally, you will likely gain valuable contact and networking opportunities.

We are excited for you and looking forward to seeing the great work God does in your life through the internship program. If you have any questions please contact us and we will do our best to answer your questions quickly.

Sincerely,

Dr. Melissa Newman  
Visiting Assistant Professor  
Managerial and Organizational Communication Program  
Point Loma Nazarene University  
mnewman@pointloma.edu  
619.849.2561

Suzanne Thomas  
Communication & Theatre Assistant  
suzannethomas@pointloma.edu  
619.849.2605

## Important Information

### *Welcome to the Department of Communication & Theatre Internship Program.*

This handbook has been prepared to facilitate your internship experience. Internships may be completed during the Fall, Spring, or Summer semesters. **You must register** for COM421: Communication Internship (3 units) the same *as you would register for any other course* during the semester you actually do the internship. Under no circumstances is a student allowed to do an internship one semester but register for COM421 during a different semester (e.g., you cannot do an internship during the Summer but register for COM421 during the Fall). The internship requires a minimum of 120-150 hours and is usually completed over the span of one semester (although exceptional circumstances may preclude this, in which case you must get prior approval from the Internship Advisor for Communication & Theatre Department).

**Remember no internship credit can be retrospective. This means you cannot complete and internship on your own and then get credit "after the fact"**

Since most of our intern sites are off campus, it is essential that we maintain a line of communication between you and the department. This is accomplished primarily through prompt submission of all paperwork, bi-weekly activity logs, and time cards. You may also visit or call your faculty sponsor if there are problems. If the faculty sponsor is not in the office at the time, you can leave your message on voice mail or e-mail. The department fax number is (619)-849-7015 in the main office and materials may be forwarded in that manner. If you fax documents call the department assistant at 619-849-2605 to verify that the fax was received.

Department Internship Advisor may contact your site supervisor during the semester and in rare cases may make a site visit to discuss your progress. If a site visit is deemed necessary, it can occur at any point in the internship.

#### Timely Submission of Forms

This handbook contains all the necessary forms required for your internship. You are to keep this handbook and turn in all your paperwork by the deadline dates. The timely submission of the internship forms is critical in order for credit to be awarded for this course and you may be de-enrolled if you fail to keep your paperwork up-to-date. As a service, reminders will be emailed to your PLNU account during the semester to follow up on the status of your paperwork. However, whether you receive these reminders or *not*, it is *your* responsibility to make sure all forms are turned in on time. Bring completed forms to Cabrillo Room 206 and place them in the mailbox labeled "COM421 Internship Forms".



# WHY ARE INTERNSHIPS IMPORTANT?

The number one indicator of future employment for graduating seniors is not your . . .

- \* GPA . . .
- \* major . . .
- \* family connections . . .
- \* career goal . . . or
- \* participation in career services, but

. . . the last job you held (e.g. your experience)!

## SOME RECENT INTERNSHIP SITES

- |  |   |
|--|---|
| *City of San Diego                     | *Asylum Marketing                       |
| *Lamb's Players Theatre                | *The Westin – Horton Plaza              |
| *Marriot Hotel                         | *KGO Newstalk 810 – AM                  |
| *California Bank & Trust               | *Heart to Heart International           |
| *24 Hour Fitness                       | *Hume Lake Christian Camps              |
| *Heart Communications                  | *En'core Transportation                 |
| *The Townsend Agency                   | *NBC 7/39                               |
| *San Diego Apparel Group               | *Xtra FM (91X)                          |
| *Sets 102.1 FM                         | *Expedition Media                       |
| *Alliance Healthcare Foundation        | *Clear Channel                          |
| *Walking on Water Ministries           | *Hotel del Coronado                     |
| *KPRZ 1210 AM Radio                    | *San Diego Magazine                     |
| *Burnham Real Estate                   | *The Advertising Club of San Diego      |
| *Graphics Communications Inc.          | *Gaslamp Quarter, Historical Foundation |
| *Greater San Diego Chamber of Commerce | *The Abbey & Hornblower Cruises         |

## AN IMPORTANT NOTE ABOUT INTERNSHIPS

Not all jobs qualify for internship credit. The expectation is that the placement offers a real opportunity for you to learn, to grow and to advance in your field. Whether or not an opportunity may be acceptable as an internship is at the discretion of the faculty advisor. Students should not be receiving academic credit for their regular employment. If students use current employment as a field site, learning objectives should be established and the student should have a new or enhanced learning experience.

# **Explanation of Forms and Due Dates**

Please note pages 9-11 are copies of forms that should have been turned in when picking up your handbook. Important Reminders (page 10), Internship Approval (page 11), Site Agreement with PLNU (page 12).

## **Verification of Enrollment (page 12 sample copy)**

An original letter will be prepared for you only if your internship site requires proof of enrollment prior to starting your internship.

## **Certificate of Liability Request Form (page 13)**

Used only if your internship site requires a *Certificate of Liability*. Bring completed form to department assistant to be processed and returned to you for your supervisor when ready. Typically takes 1-2 days.

## **Internship Registration (pages 15-16)**

*Registration Form* is due 30 days from the beginning of the semester. ***Students who fail to turn in a completed Registration Form within 30 days will be dropped from the course.*** A copy of the signed *Internship Registration Form* should be delivered to your internship site supervisor as soon as arrangements have been made. The signed Registration Form is proof that you are enrolled for credit in an approved internship.

## **Internship Contract (pages 17-19)**

*Internship Contract* is due 2-3 weeks after your internship begins (preferably turn in with your registration form). *Internship Contract* is to be filled out by you in consultation with your site supervisor. There may be additional requirements imposed by the faculty sponsor and those will be arranged between you and the faculty sponsor. Turn in your *Internship Contract* within the required time ***two to three weeks*** from the beginning of your internship with all the required signatures.

## **Intern's Mid-Semester Report (pages 20-21)**

Around week four or five (of a 15-week internship) you should turn in the *Intern's Mid-Semester Report*. Please type or print legibly.

## **Supervisor's Mid-Semester Evaluation (pages 22-23)**

Your internship site supervisor is required to fill out the *Supervisor's Mid Semester Evaluation of Intern* form. Make sure you give this form to your supervisor at about week 4 or 5 of a 15-week internship. A gentle reminder may be necessary as the mid semester date draws near because this will never be your supervisor's top priority!

## **Intern's Final Report – Instructions (page 24) this report is to be typed.**

You are required to turn in the *Intern's Final Report* form promptly upon completing your internship.

# **Explanation of Forms and Due Dates (continued)**

## **Supervisor's Final Evaluation (pages 25-26)**

Your site supervisor is also required to fill out the *Supervisor's Final Evaluation of Intern* form. Make sure your supervisor receives his/her form at about week 10 of a 15-week internship. Your supervisor can then fill out the form and either mail the form back or give it to you to turn in.

## **Intern's Confidential Site Evaluation (page 27)**

Interns are required to fill out the *Intern's Confidential Site Evaluation* form. Since this form is anonymous please complete the form, place it in an envelope with your name on the envelope before turning it in. This will assist us when processing forms to identify the intern while keeping the information confidential and you anonymous. We will verify, log, and file the form with your paperwork.

## **Jobsite Photo (page 28)**

Turn in a photo of yourself at your jobsite for department use on Internship Website.

## **Bi-Weekly Log (page 29-36) (make additional copies as needed)**

We also ask all interns to keep a *bi-weekly log* of their activities. We have included the *Bi-Weekly forms* in the handbook. The *Bi-Weekly forms* should be turned in every two weeks.

## **Time Card (pages 37-43) (make additional copies as needed)**

The minimum requirement is 120-150 hours. You must turn in a monthly *time card*. Your *time cards* must be signed by your internship site supervisor.

Our previous interns have performed extremely well and have set high standards for those who follow. The department expects you to maintain these standards and we will help you as much as possible. We anticipate that your internship experience will be both instructive and rewarding.

## **Department Phone Numbers**

Department Assistant: 619-849-2605

Fax: 619-849-7015

Department Internship Advisor  
Dr. Melissa Newman 619-849-2561

E-mail: [mnewman@pointloma.edu](mailto:mnewman@pointloma.edu)

# INTERNSHIP ASSIGNMENTS

Student \_\_\_\_\_ Phone \_\_\_\_\_  
 Site \_\_\_\_\_ Site Phone \_\_\_\_\_  
 Type \_\_\_\_\_ Start Date \_\_\_\_\_  
 Site E-Mail \_\_\_\_\_

## ASSIGNMENT

## TURNED IN

Notebook Fee Paid	_____
Important Reminders (signed when you picked up handbook)	_____
Internship Approval (signed before starting internship)	_____
Internship Site Agreement	_____
Registration Form (Due during first 30 days of semester)	_____
Internship Contract (Due 2-3 weeks after Internship begins)	_____
Intern's Mid-Semester Report	_____
Supervisor's Mid-Semester Report	_____
Intern's Final Report	_____
Supervisor's Final Report	_____
Jobsite Photo – Intern at jobsite	_____ Release Form _____
Intern's Site Evaluation	_____

## BI-WEEKLY LOGS

## MONTHLY TIME SHEET

(Minimum 120 hours)

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_

Total \_\_\_\_\_

# Explanation of Internship Assignments

## Assignments Page

The *Internship Assignments* page (5) is provided for you to keep track of your internship assignments. Make sure each component is completed and documented in a timely manner. *Keep all originals in this booklet and turn in copies of forms as required throughout the semester.*

## Turning In Forms

**You are responsible for meeting the requirements of this course as described in this Handbook. One of the course requirements is to turn in your forms on time to ensure you receive CREDIT at the end of the semester when grades are submitted.**

Forms must be dropped off in the Communication & Theatre Department, Cabrillo Building room 206. For your convenience we have provided a mailbox labeled "INTERNSHIP PAPERWORK". This is the best way for students to turn in forms, get the information promptly verified, logged, and filed on time. We recommend that you turn in forms as soon as you complete them.

The Communication & Theatre department assistant is in the office between 8:00 – 2:00 to assist you with general questions regarding your internship forms. You will receive courtesy e-mail notifications and reminders during the semester with critical deadline dates. However, whether you receive these e-mail reminders or not it is your responsibility to turn in your forms on time. Refer to handbook pages 3-4 for deadline dates.

If you have questions feel free to stop by during office hours or call 619-849-2605.

# PLNU Sexual Harassment Policy

## *1). How is sexual harassment defined?*

The office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

## *2). Who is covered by this policy?*

Any student who feels that he or she has experienced or witnessed harassment should, when possible, inform the harasser that the conduct is unwelcome and must stop. If the student does not wish to confront the harasser, or, if the confrontation has not been effective, then the course of action noted below should be taken. This policy applies if a student has experienced or witnessed sexual harassment in any University context, including from an employee of the University, a student peer, staff, faculty member, or as a **student intern**.

## *3.) What should I do if I witness or am subjected to sexual harassment while on my internship?*

First, contact Dr. Newman via email at: [mnewman@pointloma.edu](mailto:mnewman@pointloma.edu) and document what happened, when and where it occurred, and who was involved. Include the names of any witnesses and their contact information, if possible.

The next step will be to report the incident to the University Sexual Harassment Officer, Dr. Caye Smith, Vice President for Student Development. Her office is located in Nicholson Commons #303 and her phone number is 619-849-2479.

The University will investigate all such complaints thoroughly, impartially, and promptly. The University will keep all complaints and the terms of their resolutions, according to the legal guidelines established under Title IX.

# COM421 Internship

## Preliminary Approval/Forms

## COM421 Internship

### Important Reminders

- (1) You are responsible for securing a valid internship and completing all internship paperwork assigned for COM421 Internship Course.
- (2) There are NO "incomplete" or "in progress" grades given for COM421 Internship Course.

*\* However, you MAY still earn the 3 credits if your delinquency is rectified by the end of the following semester (e.g., say you are enrolled in COM421 during a Fall semester but are only assigned to work 110 of the required 120 – 150 hours. When you come back to school for the start of the Spring semester, you would need to finish the remaining 10 hours and turn in your signed timecard as soon as possible. At that point, Professor Newman will submit a Change of Grade form to the Records Office and your grade of "No Credit" would be changed to "Credit").*

- (3) Your paperwork should be turned in regularly throughout the semester. Place forms in the mail box labeled "Internship Forms" in the department office Cabrillo room 206. If you FAX your forms call department assistant at 619-849-2605 to confirm the fax was received.
- (4) You have 30 days from the beginning of the semester to turn in your registration form (page 6-7 of handbook) or **YOU WILL BE DROPPED.**

#### "What if I don't complete all requirements by the end of the next semester?"

- (1) If you do NOT complete all the requirements by the end of the next subsequent semester, the only possibility of receiving credit would be by filing a "Petition for Curricular Exception" with the Dean of Administration.
- (2) *However, according to university policy, no grade will be changed – FOR ANY REASON – after a period of one year has passed.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# COM421 Internship Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

PLNU ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Semester/year for which you are applying:

FA' \_\_\_\_\_

SP' \_\_\_\_\_

SU' \_\_\_\_\_

Are you currently enrolled in COM421 for the semester noted above:

Yes ☐ No ☐

## Internship Site Information

Company Name and Address:

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Internship Description:

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Melissa Newman  
Internship Advisor  
Department of Communication & Theatre

# **Point Loma Nazarene University**

## ***Department of Communication & Theatre***

Dr. Melissa Newman, Internship Advisor

Email: [mnewman@pointloma.edu](mailto:mnewman@pointloma.edu) Phone: 619.849.2561

### ***COM421 Internship Agreement with the PLNU Department of Communication & Theatre***

Internship site companies and supervisors agree to meet the requirements noted below and to provide the necessary documentation in order for the intern to receive college credit (3 units):

\_\_\_\_\_ Total of 120 – 150 hours of intern experience over the course of a 15 week semester.

\_\_\_\_\_ Agree with the student intern on meaningful learning goals.

\_\_\_\_\_ Sign monthly timecards verifying hours worked.

\_\_\_\_\_ Complete two (2) evaluations of the student. The first should come early in the semester so that any concerns can be addressed and the second evaluation should come toward the end of the semester.

Note. All of the necessary forms are contained in the *Internship Handbook* and will be provided to you by your student intern.

\_\_\_\_\_  
Supervisor Name (Please print)

\_\_\_\_\_  
Student Intern (Please print)

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Company Name (Intern site)

\_\_\_\_\_  
Today's Date

# Department of Communication and Theatre

## COM421 Internship (3 Credits)

### Verification of Enrollment

This verifies that as of \_\_\_\_\_ (date) \_\_\_\_\_,

\_\_\_\_\_ (student name) \_\_\_\_\_ is enrolled in COM421

Internship and will receive 3 units of college credit pending the completion of all requirements.

Dr. Melissa Newman  
Internship Advisor  
619-849-2561

\_\_\_\_\_  
Date

Note; An original form of this letter will be prepared for you on Department letterhead only if your internship site requires proof of enrollment prior to starting your internship.

To pick up Verification of Enrollment Form contact Department Assistant

## ***CERTIFICATE OF LIABILITY REQUEST FORM***

***Only if your internship site requires a Certificate of Liability please follow the instructions below. If you have any questions contact our department assistant.***

COM421 students are covered by University Liability as they are for any course related activity. Occasionally a jobsite will request documentation. If you are asked to provide a Certificate of Liability you must complete the information on this form and turn it in to the Communication & Theatre Department as soon as possible. We will request the certificate on your behalf and mail it directly to the site at the address provided below in item 1.

Item 1: This is the name, contact, and address of the organization requesting the certificate. Be sure to include phone and fax numbers.

Item 2: The start date of your internship through the end of the semester you are enrolled in.

Item 3: The actual location 'intern' will be working at. Complete the information even if it is the same as item 1.

## **CERTIFICATE OF LIABILITY REQUEST FORM**

TO: **ASSURANCE AGENCY**

PHONE: **847-463-7216**

FROM: **JIM BERGHERM**

UNIVERSITY NAME: **POINT LOMA NAZARENE UNIVERSITY**

UNIVERSITY CONTACT NAME: **JIM BERGHERM**

FAX: **(619) 849-7078**

Student Name \_\_\_\_\_

**1) Certificate Holder/Additional Insured: (NOT THE UNIVERSITY)**

Student Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2) Date/duration of Event: \_\_\_\_\_ **thru** \_\_\_\_\_**

**3) Location:**

Name: \_\_\_\_\_

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

**4) Description of Activity Event: Communication Internship COM421**

**5) Total Number of Participants: 1**

**6) Notes:** Jobsite supervisor has requested a certificate of liability from PLNU

# COM421 Internship Assignment/Forms

# Point Loma Nazarene University

## Department of Communication & Theatre

### INTERNSHIP REGISTRATION FORM (2 pages)

(complete and turn in both pages)

Student \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone: \_\_\_\_\_

Site \_\_\_\_\_

Faculty Sponsor: Dr. Melissa Newman.

Date Internship Begins: \_\_\_\_\_ Date Internship Ends: \_\_\_\_\_

Internship Hours: 120 – 150 Per Semester: 3 credits

Internship Type (Marketing, Sales etc.) \_\_\_\_\_

Brief Description of Intern's Duties and Responsibilities:

\_\_\_\_\_

The signatures on page 2 of the student intern and Department Internship Coordinator, indicates approval of this internship as a legitimate learning experience, successful completion of which will result in the award of (3) academic credits. Academic requirements are to be established and agreed upon by all parties concerned. Final approval by the Internship Coordinator is necessary for registration.

If the terms of this contract are not met, this contract may be terminated or amended by the student intern, the site supervisor, or the Department Internship Coordinator at any time, upon written notice, which is received and agree to by the other two parties. This internship does not constitute employment nor does it guarantee future employment of the student by internship work site.

## Personal Responsibility and Internship Commitment

The student intern acknowledges personal responsibility for the internship commitment and promises to perform in a professional manner to complete all specified requirements. The student hereby releases and discharges Point Loma Nazarene University from all claims, demands or damages which may arise as the result of participation in said program and agrees to indemnify and hold harmless Point Loma Nazarene University agents, officers, and employees from any and all loss, damage, or expense incurred as a result of participation. The student and site supervisor further agree to complete the Internship Contract in consultation with the site supervisor and the faculty sponsor within three (3) weeks of beginning the internship. The intern must send a copy to the site supervisor and turn in a copy to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206 (see page 4 of this handbook "Turning In Paperwork").

### Signatures:

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

University Internship Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Melissa Newman

### Complete mailing address for site supervisor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

City, State, Zip: \_\_\_\_\_

E-mail:(Must be supplied) \_\_\_\_\_

# Point Loma Nazarene University

## Department of Communication & Theatre

### INTERNSHIP CONTRACT (3 pages)

(complete and turn in all three pages)

To be completed by student intern in consultation with both the site supervisor and faculty sponsor, and to be completed within two to three weeks after internship begins.

Student: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Sponsor: Dr. Melissa Newman

\*\*\*\*\*

1. **Job Description** – Describe in as much detail as possible your role and responsibilities while on your internship. List duties, meetings or other activities, projects to be completed, deadlines, etc.



2. **Supervision** – Describe in as much detail as possible the supervision to be provided by both the internship site supervisor and the faculty sponsor, type of activity and how often. (e.g. I will meet with my site supervisor weekly; I will keep a written log and meet with my faculty sponsor at a specified date every two weeks.)

Academic Supervision may include:

<i>student journal/log</i>	<i>faculty/site supervisor conference</i>
<i>faculty/student conferences</i>	<i>agency visit</i>
<i>site supervisor written report</i>	<i>student report</i>

3. **Evaluation** – How will your work performance be evaluated? By whom? Include evaluation activities by your site supervisor and by others, if necessary.  
Timetable (e.g. performance will be reviewed at mid-semester by site supervisor)

4. **Learning Goals and Objectives** - What do you intend to learn through this experience? Be specific using concrete terms. This is the lengthiest part of the written exercise (e.g. learn how to complete client intake procedures, including interviews and data collection as required, or learn how to research topics and maintain accurate records).

Signatures:

Student's: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Melissa Newman

The intern must send a copy to the site supervisor and turn in a copy to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206 (see page 4 of this handbook "Turning In Paperwork").

# Point Loma Nazarene University

## Department of Communication & Theatre

### INTERN'S MID-SEMESTER REPORT (2 pages)

(complete and turn in both pages)

Student's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Placement Site: \_\_\_\_\_

Please type or print legibly.

1. What internship project/activities have you finished or are you currently working on? Are these the activities that you described in your learning contract?
2. What projects/activities will you most likely engage in between now and the end of the internship?
3. Thus far, how are the activities/projects of your internship related to the learning goals and objectives in your learning contract?
4. What other activities/projects in your internship would you like to get involved in?

5. What kinds of supervision/guidance are you receiving from your work site supervisor?
6. What training and/or events have you attended? (Include meetings, speakers, conferences, or other training activities.)
7. What aspects of your internship do you find most rewarding? Most challenging?
8. What aspects of your internship do you find disappointing, if any?
9. Are there any other issues you would like to raise?

Can this information be shared with your site supervisor? ☐ Yes ☐ No

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206 (see page 4 of this handbook "Turning In Paperwork").

**POINT LOMA NAZARENE UNIVERSITY**  
**DEPARTMENT OF COMMUNICATION & THEATRE**

**SUPERVISOR'S MID-SEMESTER EVALUATION OF INTERN (2 pages)**

(turn in both pages)

Student's Name: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Location: \_\_\_\_\_

**INSTRUCTIONS:** Evaluate the intern with other students of comparable academic level, with other personnel assigned the same or similarly classified duties, or with individual standards. Remarks are particularly helpful. Check one item in each section that best describes the intern.

**ATTITUDE**

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

**DEPENDABILITY**

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful and careless

**QUALITY OF WORK**

- ☐ Excellent
- ☐ Very Good
- ☐ Average
- ☐ Below average
- ☐ Very poor

**MATURITY/POISE**

- ☐ Quite poised and confident
- ☐ Has self assurance
- ☐ Average maturity and poised
- ☐ Seldom asserts himself/herself
- ☐ Timid Brash

**JUDGMENT**

- ☐ Exceptionally mature in judgment
- ☐ Above average in making decisions
- ☐ Usually makes the right decision
- ☐ Often uses poor judgment
- ☐ Consistently uses bad judgment

**ABILITY TO LEARN**

- ☐ Learned work exceptionally well
- ☐ Learned work readily
- ☐ Average in understanding work
- ☐ Rather slow in learning
- ☐ Very slow to learn

**INITIATIVE**

- ☐ Proceeds well on his/her own
- ☐ Goes ahead independently at times
- ☐ Does all assigned work
- ☐ Must be pushed frequently

**RELATIONS OTHERS**

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has difficulty working with others
- ☐ Works poorly with others

**QUANTITY OF WORK**

- ☐ Unusually high output
- ☐ More than average
- ☐ Normal amount
- ☐ Below average
- ☐ Low out-put, slow

**ATTENDANCE**

- ☐ Regular ☐ Irregular

**PUNCTUALITY**

- ☐ Regular ☐ Irregular

## OVER-ALL PERFORMANCE

(Circle One)

Outstanding      Very Good      Average      Marginal      Unsatisfactory

The student's outstanding personal qualities are:

---

---

The personal qualities which the student should strive most to improve are:

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The student's outstanding professional qualities are:

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The professional qualities which the student should strive most to improve are:

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Additional Remarks:

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This report has been discussed with the student:    Yes    No

Mailing address to return form: Dr. Melissa Newman [mnewman@pointloma.edu](mailto:mnewman@pointloma.edu)  
Department of Communication & Theatre  
Point Loma Nazarene University  
3900 Lomaland Drive  
San Diego, CA 92106

If Intern is turning in this form please turn in to the Communication and Theatre  
Department Internship Paperwork Mailbox located in Cabrillo room  
206 (see page 4 of this handbook "Turning In Paperwork").

**POINT LOMA NAZARENE UNIVERSITY**  
**DEPARTMENT OF COMMUNICATION & THEATRE**

**INTERN'S FINAL REPORT**

Student's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Purpose: To help you reflect upon and evaluate your total internship experience. Answer each question completely, using a separate sheet. If your faculty sponsor has assigned a final internship report, be sure to include the following information in your report as well as any other topics assigned.

**Please type your report and attach to this form**

1. Review your goals and objectives for your internship and assess your work site as it helped you achieve those goals and objectives.
2. Describe projects/assignments you have worked on since your midterm evaluation.
3. Choose one or two important assignments and describe each of them as follows:
  - a. How well do you think you accomplished the assignment or dealt with the experience?
  - b. What skills did you use? (e.g. management, researching information, communication technology counseling, writing, speaking, organizing, interpersonal, production, etc.)
  - c. Point out your strengths and weaknesses. What would you do differently?
4. Assess your contribution to the work site.
5. Has your experience changed or reinforced your career goals? Changed or reinforced your educational goals? Could you see yourself as a professional in this field?
6. Relate your internship experience/assignment to your academic work on campus.
7. What else have you accomplished or experienced which you would like to describe.

**POINT LOMA NAZARENE UNIVERSITY**  
**DEPARTMENT OF COMMUNICATION & THEATRE**

**SUPERVISOR'S FINAL EVALUATION OF INTERN (2 pages)**

(turn in both pages)

Student's Name: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Location: \_\_\_\_\_

**INSTRUCTIONS:** Evaluate the intern with other students of comparable academic level, with other personnel assigned the same or similarly classified duties, or with individual standards. Remarks are particularly helpful. Check one item in each section that best describes the intern.

**ATTITUDE**

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

**ABILITY TO LEARN**

- ☐ Learned work exceptionally well
- ☐ Learned work readily
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- ☐ Rather slow in learning
- ☐ Very slow to learn

**DEPENDABILITY**

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful and careless

**INITIATIVE**

- ☐ Proceeds well on his/her own
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- ☐ Does all assigned work
- ☐ Must be pushed frequently

**QUALITY OF WORK**

- ☐ Excellent
- ☐ Very Good
- ☐ Average
- ☐ Below average
- ☐ Very poor

**RELATIONS OTHERS**

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has difficulty working with others
- ☐ Works poorly with others

**MATURITY/POISE**

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- ☐ Consistently uses bad judgment

**ATTENDANCE**

- ☐ Regular ☐ Irregular

**PUNCTUALITY**

- ☐ Regular ☐ Irregular



## OVER-ALL PERFORMANCE

(Circle One)

Outstanding      Very Good      Average      Marginal      Unsatisfactory

The student's outstanding personal qualities are:

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The personal qualities which the student should strive most to improve are:

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The student's outstanding professional qualities are:

---

---

The professional qualities which the student should strive most to improve are:

---

---

---

Additional Remarks:

---

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---

This report has been discussed with the student:    Yes    No

Mailing address to return form: Dr. Melissa Newman [mnewman@pointloma.edu](mailto:mnewman@pointloma.edu)  
Department of Communication & Theatre  
Point Loma Nazarene University  
3900 Lomaland Drive  
San Diego, CA 92106

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# POINT LOMA NAZARENE UNIVERSITY

## DEPARTMENT OF COMMUNICATION & THEATRE

### INTERNSHIP PROGRAM

#### INTERN'S CONFIDENTIAL AND ANONYMOUS SITE EVALUATION FORM (TO BE FILED FOR FUTURE STUDENT REFERENCE)

*Please see page 3 of this handbook for instruction on turning in this form.*

Internship Site: \_\_\_\_\_ Phone \_\_\_\_\_

Date of Internship: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

List any comments that would be valuable to the Internship Coordinator, a faculty sponsor, or another student who is assigned as an intern at this placement site. Specifically, identify positive and negative aspects of your experience, work assignments, cooperation with your site supervisor, and whether you would recommend placement to other students. If you need more space, use the back of the page.

**Point Loma Nazarene University**  
**Department of Communication & Theatre**

***Be A PLNU Star !!!***

**JOB SITE PHOTO**

Please submit a photo in .jpeg format of yourself on your internship job site by sending an email attachment to the following email address:

mnewman@pointloma.edu

Dr. Melissa Newman, Internship Advisor

*In addition, fill out and sign this form below. Submit this form as you do all of your other forms in the mailbox labeled "Internship Paperwork" in the department office.*

Your Name: \_\_\_\_\_  
(Please Print)

Internship Site: \_\_\_\_\_

By signing below I give permission for my photo to be posted on the Communication & Theatre Internship Website (along with everyone enrolled in COM421).

Your Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Bi-Weekly Internship Log (1)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

## Bi-Weekly Internship Log (2)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

## Bi-Weekly Internship Log (3)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

## Bi-Weekly Internship Log (4)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

## Bi-Weekly Internship Log (5)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_

Week of \_\_\_\_\_ to \_\_\_\_\_



## Bi-Weekly Internship Log (6)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

## Bi-Weekly Internship Log (7)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.,

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

# Bi-Weekly Internship Log (8)

Turn in completed form to the Communication & Theatre Department Internship Paperwork Mailbox located in Cabrillo room 206.

Log a description of the work you did during the week.

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

If you need more space, use the back of the page.

Week of \_\_\_\_\_ to \_\_\_\_\_.

Week of \_\_\_\_\_ to \_\_\_\_\_.

# POINT LOMA NAZARENE UNIVERSITY

## Monthly Timecard

Timecard **MUST** be signed by your Internship Site Supervisor  
and turned in **PROMPTLY** each month.

Student's Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Date Submitted \_\_\_\_\_ Reporting month \_\_\_\_\_

Date	# Hours Worked	Date	# Hours Worked	Date	# Hours Worked
1		13		25	
2		14		26	
3		15		27	
4		16		28	
5		17		29	
6		18		30	
7		19		31	
8		20			
9		21		TOTAL	*
10		22			
11		23			
12		24			

\* Total hours before turning in timecard

I certify that I have worked the hours indicated above.

Student's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# POINT LOMA NAZARENE UNIVERSITY

## Monthly Timecard

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Internship Site: \_\_\_\_\_

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Date Submitted \_\_\_\_\_ Reporting month \_\_\_\_\_

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6		18		30	
7		19		31	
8		20			
9		21		TOTAL	*
10		22			
11		23			
12		24			

\* Total hours before turning in timecard

I certify that I have worked the hours indicated above.

Student's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# POINT LOMA NAZARENE UNIVERSITY

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Supervisor's Signature \_\_\_\_\_

Comments \_\_\_\_\_

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

# POINT LOMA NAZARENE UNIVERSITY

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Supervisor's Signature \_\_\_\_\_

Comments \_\_\_\_\_