

HOFSTRA UNIVERSITY
The Lawrence Herbert School of Communication
Department of Journalism/Media Studies/Public Relations

Internship Contract

I understand that I must meet the following requirements to obtain course credit for my internship:

1. I must choose a department professor from my academic major to sponsor my internship and obtain his/her approval of the internship.
2. I must register for the course and return my completed internship agreement form and this contract to the department secretary before the internship can start.
3. I must keep a daily work diary about what I am doing each day and my thoughts and impressions on how I am doing it. Each entry must be a minimum of eight to ten full lines. These diaries must be submitted to the sponsoring professor at least every two weeks.
4. I must meet regularly with my sponsoring professor – in person or virtually – to discuss my internship progress. The faculty sponsor is available to help the student with whatever internship-related problems they might have.
5. I will work a minimum of 120 hours for a 1 credit internship, 150 hours for a 2-credit internship, and 180 hours for a 3-credit internship. I will be responsible for making sure my internship employer returns my completed internship final evaluation to the department secretary.
6. At the conclusion of my internship, I will submit to the sponsoring professor a term paper on a subject we have agreed upon that relates to some aspect of the internship.

Signed _____

Date_____

Sponsoring Professor _____

Date _____