

## OAKLAND UNIVERSITY COMMUNICATION PROGRAM INTERNSHIP APPROVAL FORM

Complete and sign this form with your supervisor. Leave the completed form with the communication internship director, Robert Sidelinger, at 316 Wilson Hall. Questions? Email Dr. Robert Sidelinger, [sideling@oakland.edu](mailto:sideling@oakland.edu).

Date: \_\_\_\_\_ Academic Term: \_\_\_\_\_ Grizzly Number: \_\_\_\_\_

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

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

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Company Placed With: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Supervisor's Name and Title (cannot be a relative or friend): \_\_\_\_\_

Supervisor's Telephone at Work: \_\_\_\_\_ Supervisor's Work Email: \_\_\_\_\_

Date the Internship Begins: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Internship Ends: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hrs/Week: \_\_\_\_\_

→The intern must work a minimum of 150 hours over a minimum 12 week period to receive credit.

List Job Duties: \_\_\_\_\_

\_\_\_\_\_

List the Intern's Goals for the Duration of the Internship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT NOTE:** This internship must be conducted under the direct supervision of the on-site internship supervisor in the office of the business listed above ("field work" or unsupervised work cannot be approved). It is the student's responsibility to ensure that all affairs are in order to secure credit for the internship. The Communication Internship Director's approval of an internship does not mean that the student will receive credit for the internship. Reasons why credit may not be granted include, but are not limited to: failure to comply with the employer's policies or OU's policies (it is the student's responsibility to seek out all relevant information as it relates to policies), inappropriate behavior at the workplace, being fired from the internship, or any dishonest or unethical behavior related to the internship. Because the on-site internship supervisor assists in determining the student's grade, internships with family members, friends, or those with whom the student has had or currently has a romantic relationship are prohibited. Romantic relationships at the internship workplace are prohibited. Students may not repackage their current job into an internship experience. Students may not gain credit for an internship that students previously completed without approval and/or oversight. If a student is deemed to have engaged in academic misconduct, the incident will be reported to the Dean of Students and the student will fail the class and receive probation, suspension, or expulsion. See the syllabus for other important information.

→By signing this form, I declare that I have read the important note, I am not in violation of the indicated policies, and the information I have provided above is true and accurate.

\_\_\_\_\_  
Intern

Date

\_\_\_\_\_  
On-site Internship Supervisor

Date