

**INTERNSHIP AGREEMENT
EMORY JOURNALISM PROGRAM**

Dear Internship Supervisor:

Thank you for providing this internship opportunity to an Emory Journalism student. It is an important step in launching a successful career.

The Journalism Program of Emory University requires all students to participate in internships and earn university credit for the experience. A student can receive academic credit for up to 400 hours of internship work.

Internships carry benefits and responsibilities for students and sponsors. Interns are expected to regard the internship as a professional job, act accordingly and perform the work well. Before the internship begins, supervisors are asked to complete the following internship agreement form.

As the internship nears an end, the sponsor is requested to submit a detailed online evaluation of the student. Please be honest in the evaluation and share your assessment with the student before the internship is over. An evaluation that does not accurately reflect the internship performance is akin to grade inflation and hinders the student's progress toward professional competence. The online internship evaluation form is available at <http://www.journalism.emory.edu/interships/evaluation.cfm>

Please fill in the following form and sign it so that both the employer and the student understand the nature of the internship. You may ask the student to return it or mail it directly to the Journalism Program:

**Emory Journalism Program
S106 Callaway Center
Atlanta, GA 30322**

Thank you for your interest in our Program and students.

**Sincerely,
Sheila Tefft
Director, Emory Journalism Program**

**INTERNSHIP AGREEMENT
EMORY JOURNALISM PROGRAM**

Student's Name

Name of Organization

Supervisor

Title

Address

Telephone

Email

Description and Conditions of the Internship

Dates of the Internship

Compensation

Signed

_____ **Date** _____

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