**THE UNIVERSITY OF ALABAMA at BIRMINGHAM**

**DEPARTMENT OF COMMUNICATION STUDIES**

**INTERNSHIP**

**PACKET**

**Spring 2025**

**JACQUELYN S. SHAIA, J.D., PH.D.**

**Room 309, Heritage Hall**

**DEPARTMENT PHONE: (205) 934-3877**

**FAX: (205) 934-8916**

**E-MAIL:** [**jsshaia@uab.edu**](mailto:jsshaia@uab.edu)

**Note: All submissions are to be made online on Canvas.  *All submissions should be typed, double-spaced, and properly edited.***

**Please note: You will have three submissions during the semester: one is at the beginning and is due on January 17, 2025. The second is due at the middle of the semester and is due on March 7, 2025. The final submission is due on April 22, 2025. All submissions should be made on Canvas.**

**Midterm and final evaluations should be emailed by your supervisor to Dr. Shaia at** [**jsshaia@uab.edu**](mailto:jsshaia@uab.edu) **and are due no later than March 7, 2025 and April 22, 2025. Your supervisors will be notified in late January of the requirements of this class and asked to get their evaluations in by these due dates!**

**Contacts:**

Dr. Jacquelyn Shaia[jsshaia@uab.edu](mailto:jsshaia@uab.edu)

Internship Program questions

**To get approval of your internship for these concentrations/majors:**

Dr. Jacquelyn Shaia [jsshaia@uab.edu](mailto:jsshaia@uab.edu)

Mass Communications, Communication Management, Public Relations, Journalism, Sports Communication

Mr. Alan Franks [alfranks@uab.edu](mailto:alfranks@uab.edu)

Broadcast

**To get a copy of your GPA:**

GPA Grade Calculator

Upload or screenshot your GPA to CANVAS!

**CMST 491 - COMMUNICATION INTERNSHIP**

**PURPOSE:**

Communication Studies offers our students additional undergraduate experience through our internship program. Internships offer a wonderful and exciting opportunity to further develop knowledge and skills in a true work force setting before graduation. Students may take from one to three hours of academic credit per semester in an area which complements their area of study, under the supervision of an advisor. Students have, in the past, completed internships in broadcast, journalism, public relations, not-for-profit management, education, corporate, sports and government. The demand for internships in these areas is strong and as a student you will enjoy the opportunity to select an internship which best fits your interests, expands your learning, and helps you to launch your career.

**GRADING:**

This is a Pass/Fail course. ***You will not pass this course if ALL of the documents listed below are not submitted, on time, in Canvas:***

**Internship Eligibility DUE: January 17, 2025**

Faculty Approval Form

GPA

Job Description *signed* by supervisor

Contact Sheet

**Midterm Evaluation DUE: March 7, 2025**

Must be *signed* by supervisor

**End of Semester DUE: April 22, 2025**

Final Supervisor Review & Evaluation, *signed* by supervisor

Weekly Reports

Updated Resume

Paper

Instructions for each of these documents are contained in this Internship Packet. Please read the packet carefully and let Dr. Shaia know if you have ***any questions at all.***

***\*If a document is illegible or incomplete (particularly the contact page), you will receive 0 points until it is properly resubmitted.***

**INTERNSHIP OPPORTUNITIES:**

Some (but certainly not all) internship opportunities are posted under “Announcements” in Canvas. Some organizations/companies send their internship opportunities in advance to be posted for students’ review—and some do not. **You must get permission from your faculty advisor,** depending on what your concentration is, ***before*** you accept the internship. The faculty advisor will need to see a job description for the internship you are interested in and will be looking to ensure you will be utilizing the skills you have been taught in your college career.   
  
Your faculty advisors are: **Broadcasting**: Mr. Alan Franks

**Public Relations**: Dr. Jacquelyn Shaia

**Journalism:** Dr. Jacquelyn Shaia

**Sports Communication:** Dr. Jacquelyn Shaia

**Mass Communication:** Dr. Jacquelyn Shaia

**Communication Management:** Dr. Jacquelyn Shaia

**QUALIFICATIONS:**

A prospective intern must be a ***junior or senior*** and have completed most course work in the major and in the core. Specific requirements vary according to area of concentration: Broadcasting/Film; Journalism; Public Relations; Mass Communication or Communication Management.

***Note: All internships should be discussed with the appropriate faculty advisor (as indicated below) in advance, before you start the internship. The faculty advisor will need a copy of the job description before approval can be given.***

***\*\*Copies of your GPA are available through GPA Calculator! Scan or screenshot and upload to CANVAS. This must be submitted as part of your paperwork.***

**BROADCASTING/FILM:**

1. Student must be a junior or senior.

2. Student must have completed the following with a C or better:

a) CMST 101

b) CMST 210 or CMST 371

c) CMST 370

d) At least one production course

3. Student must have at least a C or better in **all** Mass Comm coursework. **YOU CAN OBTAIN YOUR GPA THROUGH GPA CALCULATOR!**

4. The student must receive internship approval **before you accept** by Alan Franks. He will sign the Faculty Approval Form (pg. 6) and you must submit it with your GPA form (from Grade Calculator) and the Internship Eligibility/Contact form (pg. 5).

**JOURNALISM:**

1. Student must be a junior or senior

2. Student must have completed the following with a C or better:

a) CMST 210

c) CMST 306, CMST 310 or CMST 360

d) At least one other Journalism course

1. The student must receive internship approval **before you accept** by Dr. Shaia. She will sign the Faculty Approval Form (pg. 6) and you must submit it with your GPA form (GPA Calculator) and the Internship Eligibility/Contact form (pg. 5).

**PUBLIC RELATIONS:**

1. Student must be a junior or senior.

2. Student must have completed the following with a C or better: a) CMST 101

b) CMST 210

c) CMST 339

d) CMST 340

e) CMST 440

1. The student must receive internship approval **before you accept** by Dr. Jacquelyn Shaia. She will sign the Faculty Approval & Eligibility Form (pg. 6) and you must submit it with your GPA form (Grade Calculator) and the Internship Eligibility/Contact form (pg. 5).

**COMMUNICATION MANAGEMENT/MASS COMMUNICATION:**

1. Student must be either a junior or senior
2. Student must have completed the following with a C or better

a) CMST 105

b) Either CMST 310 or CMST 311

1. Two other CMST courses numbered 300 or above
   1. The student must receive internship approval **before you start** by Dr. Jacquelyn Shaia. She will sign the Faculty Approval Form (pg. 6) and you must submit it with your GPA form (Grade Calculator) and the Internship Eligibility/Contact form (pg. 5).

**SPORTS COMMUNICATION CONCENTRATION:**

1. Student must be either a junior or senior
2. Student must have completed the following with a C or better
3. CMST 103
4. CMST 105
5. Two other CMST courses numbered 300 or above
6. The student must receive internship approval **before you start** by Dr. Shaia. She will sign the Faculty Approval Form (pg. 6) and you must submit it with your GPA form (Grade Calculator) and the Internship Eligibility form (pg. 5).

**INTERNSHIP ADMISSION & CONTACT FORM Spring 2025**

**(DUE March 7, 2025)**

Your **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your **Major** (Comm Management, Mass Comm): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your C**oncentration** (Sports, Public Relations, Broadcast, Journalism, Mass Comm, Comm Management):

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

Your Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Information:**\*\*Type so this is legible!**

Supervisor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Street or P. O. Box Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone with area code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have registered for \_\_\_\_\_ semester credit hours (see. Pg. 11, Item 5).

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

(Your Signature)

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

**Faculty Approval & Eligibility Form:**

**Note: Your faculty advisor must approve your internship before you start! Dr. Shaia will handle all of the paperwork, but you must get approval from your advisor on the selection of your internship first: (Franks: Broadcast; Shaia: Public Relations; Journalism, Mass Communication, Communication Management, and Sports Communication).**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This student is eligible for CMST 491—his/her GPA and job description have been reviewed and approved.**

**Faculty Approval:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**READ CAREFULLY!!**

**Each student is expected to follow the *preceding* requirements BEFORE contacting a prospective internship sponsor or making a commitment as an intern.**

**All paperwork required for internships MUST BE COMPLETED** ***NO LATER THAN* January 17, 2025** prior **to the start of the internship. Failure to submit required paperwork on time may result in dis-enrollment from this course.**

**No academic credit will be given for internship work done prior to the semester in which the stu­dent is registered for internship hours.**

**OBTAINING AN INTERNSHIP**

There are three ways to obtain an internship:

1) Get it on your own. This involves making contact with a prospective em­ployer in or­der to learn in a specific workplace or setting. A student might, for exam­ple, contact the pro­ducer of a specific radio or television show and inquire about the possibility of doing an internship.

2) Professors Franks and Shaia have some knowledge of available internships within their areas. They may be able to recommend possible internship opportunities.

3)  ***Internships are also posted on CANVAS—start checking CANVAS for available internships as soon as you register for this course. Updates will be provided as made available by prospective employers.***

3) Your existing employer may be able to reassign you to a position that qualifies you for an internship. **NO INTERNSHIP CREDIT WILL BE GIVEN FOR A JOB YOU ALREADY HOLD.** The reason for this policy is straightforward. An internship is a way of earning academic credit for learning new material in a non-classroom environ­ment. Receiving credit for work you are al­ready doing would mean getting academic credit in a non-learning situation thereby defeating the entire idea of an internship. However, it is sometimes possible for your employer to assign you different duties that meet the programmatic requirements in journalism, broadcasting, public rela­tions, communication management, or sports communication. Such special conditions must be **approved in advance** by Dr. Shaia.

**STEP-BY-STEP PROCEDURES:**

1. Determine your eligibility based on the course and grade requirements above.

2. Talk to your appropriate advisor: Alan Franks (Broadcast) or Dr. Shaia (Public Relations, Journalism, Mass Communication, Communication Management) and Dr. Shaia or (Sports Communication concentration).

3. Make an appointment to be interviewed by the internship sponsor:

a) Dress appropriately in business wear for the interview

b) Bring a neatly typed copy of your resume to the interview and a portfolio if appropriate

1. **Bring back a typed, detailed job description covering the number of hours per week you in­tend to work. *The job description should be on the letterhead of the sponsoring organization and signed by your supervisor.* Post this form on Canvas and advise Dr. Shaia when you do so.**

1. **YOU CANNOT BEGIN YOUR INTERNSHIP UNTIL DR. SHAIA HAS APPROVED THE JOB DESCRIPTION, SIGNED BY YOUR SUPERVISOR.**

5.Determine the number of hours of academic credit (1-3) based on the number of hours you need in your curriculum (a minimum of 2 for your degree -- a maximum of 6 to count toward graduation) and the number of hours your will work. ***Be sure you register for the correct number of hours!***

a) **minimum** of 70 hours worked = 1hour credit

b) **minimum** of 140 hours worked = 2 hours credit

c) **minimum** of 210 hours worked = 3 hours credit

6. Copy the Internship booklet from Canvas to use during your internship

7. **ADHERE TO ALL DEADLINES. FAILURE TO DO SO JEOPARDIZES YOUR GRADE.**

8. Some internships are paid; most are not. Participating organizations are not required to pay you.

**DEADLINES:**

1.All paperwork establishing eligibility and approval for your internship must be submitted to Dr. Shaia no later than January 17, 2025**. You may be dis-enrolled from the course if you do not have your paperwork completed by January 17, 2025. This specifically includes the job description, signed by your supervisor.**

2. An internship may BEGIN before the semester commences or after, but it must end by the end of the semester.

3. Mid semester evaluation form must be emailed *by your supervisor* to**:**

**Dr. Jacquelyn S. Shaia**

**jsshaia@uab.edu**

This form must be received **by March 7, 2025. Only your supervisor may email your evaluation form.**

4. Final evaluation form must be delivered to the same address above, to be received no later than April 22, 2025.

5. Your evaluation paper, your updated resume and the paperwork contained in this internship packet must be appropriately filled out and signed by your supervisor. This paperwork may be turned in prior to, but **NO LATER THAN .** That means students handing in late work will receive an **I** as their grade. Students who fail to hand in required work or hand it in after Final Exams are over will receive an **F** for their grade. **Meeting deadlines is part of the requirements for this course.**

6. In rare circumstances, the above deadlines may be altered to accommodate the individual in­ternship situation. **However, ALL variations in the deadlines must be approved by Dr. Shaia PRIOR to the deadline. There will be no extensions offered after the fact.**

7. Finally, you must provide full contact information regarding your internship, to Dr. Shaia, **no later than April 22, 2025.** Dr. Shaia may make appointments with internship supervisors and may visit with them over the course of the semester regarding your performance as an intern*. In any event, expect Dr. Shaia to be in regular contact with your supervisor throughout the semester*.

**COURSE REQUIREMENTS**

1. **SUPERVISOR EVALUATIONS**

Contained in this packet are two evaluation forms to be filled out by your internship supervisor. One is marked for midterm evaluation. The other is your final evaluation. It is **your responsibility** to ensure that your supervisor fills out, signs and mails the form to the address above. **You need to follow up to make sure this has been done.** You are encouraged to ask your supervisor to discuss his/her evaluation with you. You can learn a great deal about your strengths and weaknesses from such a discussion. The deadlines for the forms are listed above.

***You will not receive a grade until these supervisor evaluations have been received by Dr. Shaia.***

2. **WEEKLY** **REPORTS**

Students are required to keep a weekly diary of their work experience. Forms for the diary are included in this booklet. You are expected to record the hours you worked, the projects or tasks you worked on, what special equipment you used, and what end products (tapes, stories, brochures, etc.) you acquired. Your supervisor must sign each week's summary. *It is wise to get these signed each week so that you can timely discuss any issues with your supervisor*. The diary must be completed and turned in at the ***end of the internship*** with your updated **Resume** and **Internship Paper**. **DO NOT TURN IN WEEKLY DIARIES AT MIDTERM!!!!**

3. **INTERNSHIP PAPER**

Each student is required to submit a typed, double-spaced 3-5 page paper with one-inch margins. The paper should be written in English, proofread and conform to grammatical requirements. The paper is your chance to react to the internship. What did you learn? What was good or bad about the experience? What do you wish you had known how to do before the internship started? How effective was your supervisor? Etc. **This paper must be typed and submitted on time.**

4. **UP-DATED RESUME & LinkedIn**

The final requirement is an up-dated, typed resume that includes the internship as a job experience. If you are unfamiliar with doing a resume or want to update your resume you may use online resources or contact the UAB Career & Professional Development office for assistance.

Most employers now search LinkedIn first when they begin looking for an employee to fill a job opening. **You are required to have a LinkedIn page and at least 50 contacts. You must submit a screen shot showing your active page and the number of contacts at the end of the semester, no later than April 22, 2025. This should be posted on Canvas no later than April 22, 2025.**

**5. PRESENTATION**

All the above materials must be submitted together on CANVAS. **IF YOU NEED THIS CLASS TO GRADUATE THIS TERM, PLEASE BE SURE TO FOLLOW DIRECTIONS.**

**CODE OF ACADEMIC CONDUCT/ACADEMIC MISCONDUCT**

All students in attendance at the University of Alabama at Birmingham are expected to be honorable and observe standards of conduct appropriate to a community of scholars. The University expects from its students a higher standard of conduct than the minimum required to avoid discipline. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student in any such act(s).

All acts of dishonesty, including misrepresenting the work of another or assisting any student in misrepresentation, cheating, fabrication of sources, and so forth, constitute academic misconduct. These issues will be handled in accordance with the University’s Academic Misconduct Disciplinary Policy.

The professor reserves the right to utilize any and all available means to determine academic conduct, including the use of the software program “Turnitin©”.

The professor reserves the right to terminate a student’s internship if, in the professor’s sole opinion, the internship violates any University codes and standards of conduct, laws or regulations, at any time.

**DISABILITY ACCOMMODATION STATEMENT**

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 205-934-4205 or visit uab.edu/ds**WEEKLY INTERNSHIP REPORT (1)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (2)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (3)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (4)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (5)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (6)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (7)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (8)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (9)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (10)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (11)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (12)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional)

**WEEKLY INTERNSHIP REPORT (13)**

Student's Name Week Ending

\*

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional

**WEEKLY INTERNSHIP REPORT (14)**

Student's Name Week Ending

Supervisor's Name

Organization:

Hours Worked: Sunday: Monday: Tuesday:

Wednesday: Thursday: Friday: Saturday:

**STUDENT COMMENTS:**

(Comments regarding projects, work performance, equipment, training, etc.)

**STUDENT SIGNATURE:** **DATE:**

**SUPERVISOR'S SIGNATURE: DATE:**

ADDITIONAL COMMENTS: (Supervisor comments are encouraged, but they are optional).

**MIDTERM INTERNSHIP EVALUATION**

**Spring 2025 (Due March 7, 2025)**

**NAME OF INTERN:**

**FIRM: EVALUATOR:**

**EVALUATOR SIGNATURE**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-**

Indicate on the scale below your appraisal of the intern thus far during the semester.

Indicate on the scale below your appraisal of the intern’s work during the semester.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHARACTERISTIC** | **SUPERIOR** | **GOOD** | **AVERAGE** | **BELOW AVERAGE** | **DO NOT KNOW** |
| **PROMPTNESS** |  |  |  |  |  |
| **RESOURCEFULNESS** |  |  |  |  |  |
| **MATURITY** |  |  |  |  |  |
| **INTEREST IN JOB** |  |  |  |  |  |
| **ABILITY TO LEARN** |  |  |  |  |  |
| **ORAL COMMUNICATION SKILLS** |  |  |  |  |  |
| **WRITING SKILLS** |  |  |  |  |  |
| **ORGANIZATIONAL SKILLS** |  |  |  |  |  |
| **WORKING WITH OTHERS** |  |  |  |  |  |
| **WORKING INDEPENDENTLY** |  |  |  |  |  |
| **MEETING DEADLINES** |  |  |  |  |  |
| **CONTRIBUTION TO ORGANIZATION** |  |  |  |  |  |
| **UNDERSTANDING ORGANIZATION PROCEDURES** |  |  |  |  |  |
| **RESPONSE TO CRITICISM** |  |  |  |  |  |
| **PROSPECTS FOR SUCCESS** |  |  |  |  |  |

**SUPERVISOR: Please note this Intern will not be able to receive their grade until your evaluation has been received by Dr. Shaia, jsshaia@uab.edu. Please email this evaluation form to me at,** [**jsshaia@uab.edu**](mailto:jsshaia@uab.edu)**. Thank you.**

**FINAL INTERNSHIP EVALUATION**

**Spring 2025 (Due April 22, 2025)**

**NAME OF INTERN:**

**FIRM: EVALUATOR:**

**EVALUATOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Indicate on the scale below your appraisal of the intern’s work during the semester.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHARACTERISTIC** | **SUPERIOR** | **GOOD** | **AVERAGE** | **BELOW AVERAGE** | **DO NOT KNOW** |
| **PROMPTNESS** |  |  |  |  |  |
| **RESOURCEFULNESS** |  |  |  |  |  |
| **MATURITY** |  |  |  |  |  |
| **INTEREST IN JOB** |  |  |  |  |  |
| **ABILITY TO LEARN** |  |  |  |  |  |
| **ORAL COMMUNICATION SKILLS** |  |  |  |  |  |
| **WRITING SKILLS** |  |  |  |  |  |
| **ORGANIZATIONAL SKILLS** |  |  |  |  |  |
| **WORKING WITH OTHERS** |  |  |  |  |  |
| **WORKING INDEPENDENTLY** |  |  |  |  |  |
| **MEETING DEADLINES** |  |  |  |  |  |
| **CONTRIBUTION TO ORGANIZATION** |  |  |  |  |  |
| **UNDERSTANDING ORGANIZATION PROCEDURES** |  |  |  |  |  |
| **RESPONSE TO CRITICISM** |  |  |  |  |  |
| **PROSPECTS FOR SUCCESS** |  |  |  |  |  |

**SUPERVISOR: Please note this Intern will not be able to receive their grade until your evaluation has been received by Dr. Shaia, jsshaia@uab.edu. Please email this final evaluation to** [**jsshaia@uab.edu**](mailto:jsshaia@uab.edu)**. Thank you.**