

Internship/Senior Portfolio Data Sheet

Department of Mass Communications

INTERN'S CONTACT INFORMATION (Please Print clearly)

Your name _____ Your 800 Number _____

Address _____

Phone _____ Your e-mail address _____
(please print clearly)

Internship Starting Date _____ Approximate ending Date _____

Your regularly scheduled hours (e.g., MWF, 1-5 pm) _____

(check all boxes that apply):

You wish to enroll in () MC 481 (Internship/Senior Portfolio) () MC 482 (a second internship)
during the () Fall () Spring () Summer semester

Your Mass Comm. Professional Option:

() TV-R () Advertising () Corporate Comm. () Print/Broadcast Journalism

What semester do you plan to graduate? () Fall () Spring () Summer Year _____

When will you turn in your portfolio? () Fall () Spring () Summer Year _____

(Note: If you turn in your portfolio after the internship semester due date, you 'd be assigned an "I"
(Incomplete) grade. The "I" will be changed to a regular letter grade after the portfolio is graded.)

Internship is paid: () Yes () No Describe payment: _____

After agreeing with your intern supervisor on your assigned duties and responsibilities, please
provide a detailed job description: (use other side if necessary).

INTERN SUPERVISOR'S CONTACT INFORMATION (You must provide all this information)

Name _____

Title _____

Organization Name _____

Address (including zip code) _____

Phone _____

Fax _____ E-mail _____

Please circle either FAX or E-mail above to indicate how your supervisor would like to
receive your intern evaluation form. If your internship venue is 50 miles or more from SIUE,
and you're taking no other courses this semester, sign up for MC 481, sect. 501, and note
this at the top right of this form. No student fees!