



Department of Digital Media & Journalism  
Department of Communication  
Coykendall Science Building- 51 • Phone (845) 257-3450 • Fax (845) 257-3461

## Internship Agreement Form

### Student Information

Semester \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Major \_\_\_\_\_ Advisor \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone (home) ( ) \_\_\_\_\_

Phone (mobile) ( ) \_\_\_\_\_

This internship has been approved by the Internship Director \_\_\_\_\_ (Director must initial).

### Internship Site and Supervisor Information

Internship Company \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Location of site \_\_\_\_\_

This Internship is PAID \_\_\_\_\_ or UNPAID \_\_\_\_\_ (check one)

Phone Contact for Supervisor ( ) \_\_\_\_\_

Email Contact for Supervisor \_\_\_\_\_ @ \_\_\_\_\_

**Return this form NO LATER THAN THE SECOND WEEK OF SEMESTER to:**

Nancy M. Heiz, Internship Director  
Dept of Digital Media & Journalism; Dept of Communication  
SUNY New Paltz  
1 Hawk Drive, CSB 64  
New Paltz, NY 12561-2443  
Phone: (845) 257-3460  
Fax: (845) 257-3461  
[heizn@newpaltz.edu](mailto:heizn@newpaltz.edu)



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### Agreement

(To be filled out by Intern and Site Supervisor together and signed by both)

**Date Internship Begins** \_\_\_\_\_ **Date Internship Ends** \_\_\_\_\_

**SUNY New Paltz requires interns to work 40 hours to earn 1 credit, 80 hours for 2 credits, 120 hours for 3 credits, 160 hours for 4 credits, etc.**

**Total number of hours student will work at this internship** \_\_\_\_\_ **Credits earned** \_\_\_\_\_  
Please be sure to check the SUNY New Paltz Academic Calendar for holidays and breaks and discuss with Site Supervisor.

**Activities: Please describe the primary activities of the internship. Please be specific.**  
(Attach additional sheet if necessary)

**Learning Outcomes: Please describe the professional-level skills and/or abilities the student will be developing.** (Examples: Improve verbal and written communication skills, work in professional office environment, learn to produce professional-quality videos, gain hands-on experience in post-production, develop social media and marketing skills, conduct research, report and write about news for publication, plan press events, etc.)

### Signatures Required

**Intern (student)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Site Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please make 3 copies of this form, when completed**  
**Copy #1 to Internship Director at SUNY New Paltz**  
**Copy #2 for Site Supervisor’s Records**  
**Copy #3 for Intern’s Records**