



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

## Internship Agreement Form (2021, COVID-19)

### Student Information

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Advisor: \_\_\_\_\_

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

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: \_\_\_\_\_

Is this a Remote internship? \_\_\_\_\_ If not, location of site\*: \_\_\_\_\_

This Internship is (select one): PAID          UNPAID

Phone Contact for Supervisor: \_\_\_\_\_

Email Contact for Supervisor: \_\_\_\_\_

**STUDENT: Upload this form to Internship Seminar Blackboard NO LATER THAN THE FIRST WEEK OF THE SEMESTER.**

**If you are not enrolled in the Internship Seminar, you may email it to:**

Nancy M. Heiz, Internship Director  
Dept of Digital Media & Journalism; Dept of Communication  
SUNY New Paltz  
Phone: (845) 257-3460  
[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.**

**Student will work at this internship \_\_\_\_\_ (total # of) hours and earn \_\_\_\_\_ (# of) Credits**

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.)

**\*\*Internship Site Supervisor represents and warrants that it is currently, and for the term of this Agreement will continue to be, in compliance with all applicable laws and regulations regarding social distancing, PPE and all other applicable safety protocols associated with the COVID-19 crisis. Failure to comply with this provision will be considered a material breach of this Agreement.**

**Signatures Required (Electronic signature OK)**

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

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

**Student and Supervisor: Please save copies of this signed form for your records.**