Internship Agreement—Armstrong Campus
Writing and Linguistics Internship, WRIT 4790

This agreement serves to give both the intern and the supervisor clear guidelines on what the intern will accomplish during the internship. Both the intern and the supervisor should retain a copy of this agreement and refer to it as the internship progresses. The original document should be given to the Internship Director on the Armstrong Campus of Georgia Southern University.

Intern Information
Name: ____________________________________________________________
Phone number (primary): _______________Student ID number:_______________
Email address: _______________________________________________________

Supervisor Information
Name: ________________________________________________________________
Company Name: ________________________________________________________
Phone number (primary): _________________________________________________
Email address: __________________________________________________________

Internship Description
1. Please list and describe tasks the intern will complete during this internship.

2. Please place a check next to the skills you expect the intern to practice or develop during the internship.
   - Developing community relations, consumer relations, and/or employee relations
   - Problem solving and negotiating
   - Writing informative and persuasive documents
   - Writing news or feature articles
   - News reporting
   - Conducting interviews
   - Working on a deadline
   - Editing and/or copyediting
   - Writing business communications (memos, letters, emails for internal or external use)
2. (continued from previous page)

- Employing document design principles
- Managing a team
- Managing a project
- Analyzing and understanding an employer’s corporate culture
- Writing press releases/persuasive marketing pieces
- Producing oral business communications (phone calls, client meetings, press conferences)
- Operating audio or video equipment, including cameras, microphones, sound boards, and teleprompters
- Composing computer graphics for on-air release
- Directing video production
- Writing scripts for video production
- Learning and employing a house style and/or technical vocabulary associated with a specific field
- Producing or updating a website
- Other: ___________________________________________________

**Internship Schedule**

Please describe the schedule of work. (For example: 9 a.m. to 3 p.m. Monday through Thursday). (You may attach a separate document here if necessary). (150 total hours = 3 credit hours)

- **Internship Start Date:** ___________
- **Internship End Date:** ___________
- **Hours per week:** ___________
- **Number of weeks:** ___________

**Total number of hours:** ___________

_______________________________________    ________________  
Signature of Intern        Date

_______________________________________     ________________  
Signature of Internship Supervisor      Date