

Journalism Internship Supervisor Confirmation Form

Due before or by the first class meeting day of the semester in which the internship takes place.

NorthWest Arkansas Community College
Journalism—Division of Communications & Art
One College Drive
Bentonville AR 72712

Semester of Journalism Internship _____

Name of student intern _____

Your name (supervising authority) _____

Your position/title _____

Employer/Host _____

Address _____

City/State/Zip _____

Phone (work and cell) _____

Email _____

Intern's job title _____

Intern's job description:

Employer/Host Supervisor of Intern: As the specified supervisor of the student enrolled in JOUR 2163—Journalism Internship, you confirm that the above-named student intern will gain valuable, useful, and specific work experience and training in one of the forms or uses of mass media in completion of the requirements of JOUR 2163—Journalism Internship. Furthermore, you understand the student must work a minimum of 90 hours within the semester of the internship agreement, and you agree to track and provide confirmation of the number of hours the student worked; that you will be responsible for assigning work, teaching skills, training, mentoring, monitoring, evaluating and offering constructive feedback on work completed by the student; and that the intern, as a student at NWACC, is bound by its codes of honesty, conduct, and ethics as well as by the Code of Ethics of the Society of Professional Journalists. The last day of the internship will coincide with the last day of classes at NWACC for the semester in which the internship takes place, and on or before that date, you understand that you must submit an evaluation of the student on the Internship Evaluation Form. However, you understand and agree that the grade assigned to the intern is solely the responsibility of the Journalism Internship instructor.

Your signature indicates your understanding of—and agreement with—the above information.

Signature of Employer/Host Supervisor _____

Printed Name _____ **Date** _____

Submit completed and signed form to Denise Nemece, Journalism Instructor, at the address above.
Contact: dnemec@nwacc.edu; 479-619-4301 (work); 479-445-9614 (cell); 479-619-2285 (fax—
Communications & Art Div.). Denise Nemece's office is in Burns Hall, room 1120.