

Texas Southern University
School of Communication
3100 Cleburne Street, Houston, TX 77004 • Phone: (713) 313-7071

AGENCY VERIFICATION APPLICATION

This form should be completed by any agency that is accepting an intern and submitted to the Internship Coordinator by the prospective intern. It is considered an AGREEMENT between the INTERN and the AGENCY and it is an up-to-date statement of internship responsibilities and duties and will be filed with the School of Communication. The student is not formally in an internship placement for CM430 until this form is completed and turned in to the Coordinator.

Intern: _____
Last name First name M

Phone: (_____) Cell: (_____)

Address: _____
Street

City _____ State _____ Zip _____

Agency accepting placement: _____

Agency address: _____
Street

City _____ State _____ Zip _____

Agency supervisor: _____
Last name First name M

Phone: (_____)

Intern supervisor: _____
Last name First name M

Title: _____

Phone: (_____) Fax: (_____)

Internship date: From _____ To: _____
Month Day Year Month Day Year

Projected Weekly Schedule:

Mon. _____ Tues. _____ Wed. _____

Thur. _____ Fri. _____ weekend _____

Internship Paid? ☐ Yes, \$ _____ ☐ No

Description of job requirements and duties: _____

AGENCY agrees to:

- provide the student with a safe environment and an opportunity to apply, practice and develop skills and knowledge emphasized in one of the communication curriculums, (speech, journalism, telecommunications and/or entertainment);
- provide a minimum of 100 substantial working hours and direct intern mentoring and supervision;
- provide a performance appraisal/evaluation for each student intern in a form prescribed by the Department and assign a special project to student if possible;
- report any unsatisfactory conduct or performance of a student immediately to the Coordinator;
- provide an atmosphere for learning and free from unlawful discrimination;

INTERN agrees to:

- work as an intern a minimum of 100 hours during the semester, additional hours will be a separate agreement between the agency and the student;
- demonstrate a willingness to increase skills, learn and accept new responsibilities;
- meet high standards of personal conduct, exhibit professional ethics, maintain punctuality, deadlines and exhibit team cooperation;
- promptly call when unavailable, delayed or experiencing unforeseen circumstances;
- turn in a portfolio which will include a paper on the internship experience and information on "special project" as well as other inclusions for the portfolio;

Upon completion of CM430 class and the internship, students will receive a 3 hour credit.

Student signature: _____ Date: _____
Month Day Year

Phone: (_____) _____

Agency representative signature: _____ Date: _____
Month Day Year

Phone: (_____) _____

Internship coordinator signature: _____ Date: _____
Month Day Year

Phone: (_____) _____