

# JOUR 4000 Internship Application Form

Revised May 2018

Complete and sign both sides of this form except for Part C. Take the form to the JOUR 4000 Instructor. The instructor will complete Part C. All signatures are required before you can be registered for credit.

**Forms must be completed before the start of your internship** — ideally by the end of the semester preceding the semester in which you intend to do your internship. No enrollment after the first week of the semester in which you are doing the internship.

## PART A: STUDENT INFORMATION

Name \_\_\_\_\_ ID# \_\_\_\_\_

Email \_\_\_\_\_ Major \_\_\_\_\_

Sequence: \_\_\_\_\_ Broadcast \_\_\_\_\_ Multiplatform \_\_\_\_\_ Public Relations \_\_\_\_\_ Journalism Minor

## PART B: INTERNSHIP INFORMATION

Supervisor on Job \_\_\_\_\_ Title \_\_\_\_\_

Email Address of Supervisor \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Hours working per week \_\_\_\_\_ Total hours working for semester \_\_\_\_\_

Dates Working (from) \_\_\_\_\_ (to) \_\_\_\_\_ Salary (enter 0 if unpaid) \_\_\_\_\_

Description of Work \_\_\_\_\_

Internship Supervisor's Signature \_\_\_\_\_

## PART C: REGISTRATION INFORMATION (to be completed by the J4000 instructor)

SEMESTER Fall Spring Summer YEAR \_\_\_\_\_ CREDIT HOURS\* \_\_\_\_\_

JOUR 4000 Instructor Signature of Approval \_\_\_\_\_

Overall GPA \_\_\_\_\_ Journalism GPA \_\_\_\_\_

J1000 GRADE \_\_\_\_\_ J2000 GRADE \_\_\_\_\_ J2500 GRADE \_\_\_\_\_ J2550 GRADE \_\_\_\_\_

J \_\_\_\_\_ GRADE \_\_\_\_\_ J \_\_\_\_\_ GRADE \_\_\_\_\_ J \_\_\_\_\_ GRADE \_\_\_\_\_

\* 120 Hours of work per credit hour

FOR OFFICE USE ONLY: Evaluation Sent \_\_\_\_\_ Evaluation Received \_\_\_\_\_

**PART D: J4000 INTERNSHIP POLICY AGREEMENT**

I have received a copy of the JOUR 4000 Internship Policies and Procedures and I understand what is expected of me to successfully complete and receive credit for this internship.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART E: LIABILITY WAIVER**

IN CONSIDERATION of my being permitted to participate in the Department of Journalism and Public Relations program at Bowling Green State University, I for myself, my heirs, executors, administrators, and assigns, hereby waive and relinquish any and all rights, claims or demands, against Bowling Green State University or any University employees which may hereafter accrue to me by reason of any injury or injuries due to any accident or accidents, whether the same result in death or not, which I may sustain during such experiences provided by Bowling Green State University, as aforesaid; and I further agree for the above consideration, for myself, my heirs, executors, administrators and assigns, that I will not present any claim, or file any suit, against Bowling Green State University or any University employees if I sustain injuries from said accident or accidents, whether said injuries result in death, or not, and whether or not such death be immediate. I hereby attest and verify that I have full knowledge of the risks involved in this participation.

I further agree to indemnify and hold Bowling Green State University and its employees harmless from any claim or suit arising out of any alleged malfeasance, misfeasance or nonfeasance or any alleged acts or omissions constituting malpractice by me in connection with such experience.

I understand that at the work site I will be supervised by my employer and I have the option of not working in a hazardous environment. Also, I agree that my automobile liability insurance will be in force if I am driving an automobile during my work assignment. Furthermore, I understand that I can acquire professional liability insurance through Bowling Green State University if I so desire or if my work supervisor requests said insurance.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART F: STUDENT CONTACT INFORMATION**

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**JOUR 4000 FIELD EXPERIENCE CREDIT**

1-3 HRS CREDIT (MAX, 3 HRS). 120 hours of internship service equals one credit hour. Prerequisites: Major or minor status and completion of JOUR 2000. Graded on S/U (pass/fail) basis only. Journalism majors are required to complete a minimum of 2 hours of JOUR 4000 credit. Journalism minors must complete 1 hour of JOUR 4000.