



ST. BONAVENTURE
UNIVERSITY

On-campus internship evaluation form

**Students should detach this page
before giving the form to internship supervisors**

Students majoring in J/MC must complete at least 400 approved internship hours by the end of second semester of their senior year. No more than 100 internship hours may be completed for credit in on-campus internships.

In an on-campus internship, a student does communications-related work as part of a student-run organization. Examples include, but are not limited to, WSBU-FM, the campus radio station; The Bona Venture, the campus newspaper; the St. Bonaventure chapter of the American Advertising Federation; the Bonadieu, the campus yearbook; and The Laurel, the campus literary magazine.

Activities for which a student receives academic credit cannot be applied toward the 400-hour requirement.

The J/MC faculty internship coordinator must approve all on-campus and off-campus internships. If your proposed internship is not on the list of examples, or if you have any other questions, please seek approval in advance.

Please see the journalism/mass communication information sheet (available outside Murphy 214) for complete details about internships.

Patrick Vecchio, internship coordinator
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(716)-375-4043
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On-campus internship evaluation form

To: Campus media student supervisors **and** faculty advisers

To qualify for a degree in journalism/mass communication from St. Bonaventure University, students must successfully complete at least 400 internship hours in degree-related communications work. Up to 100 of those hours may be completed with on-campus media or media-related organizations.

To help us evaluate this student's progress, would you be kind enough to complete this form? Your comments also will help us better prepare students to be productive interns.

(Student's name) _____
was involved with (organization) _____
and has completed _____ hours (100 maximum).

JOB DESCRIPTION

STUDENT'S PROFICIENCY

(please continue on next page)

STUDENT'S PROFICIENCY (continued)

DURATION OF INTERNSHIP (number of hours; starting/ending dates)

ADDITIONAL COMMENTS

*The following section must be completed by the student who supervised the intern **and by the faculty adviser of the student-run organization.***

Student supervisor's signature _____

Please print name _____

Title _____

Date _____

Faculty adviser's signature _____

Date _____

Thank you for your assistance. If there is any further information you wish to provide, please include it with this form. Please send all materials to:

Internship, Room 214, John J. Murphy Professional Building.

Students who falsify evaluation forms or who knowingly sign falsified forms will be prosecuted according to the university's policy on academic dishonesty, as specified on pages 51-56 in the 2002-2004 St. Bonaventure University Student Handbook. The prosecution will be directed by the dean of the Russell J. Jandoli School of Journalism and Mass Communication and by any other university officials the dean deems appropriate.