

Supervisor Orientation

Internship Course – MMC6949

Graduate Online Programs

College of Journalism and Communications

Introduction to the course

- Structure
- Content
- Objectives

Communication from intern

Check-in email

- The tasks the intern is going to work on for the week
- Any questions about the weekly tasks
- Any piece of work that needs special feedback
- Anticipated progress check-ins
- Any technical issues that are coming up

Weekly Summary Email

- A note about what the intern completed during the week
- Any work that needs a more detailed explanation.
- Any special considerations for the supervisor

Expectations

Student

- Work a total of 120 hours.
- Maintain a high standard of professionalism throughout the internship.
- Submit high quality internship and course assignments.
- Take initiative and research items related to assignments.
- Communicate about progress, ask questions, share feedback.

Supervisor

- Assign projects that develop skills and prepare students for the working world.
- Hold weekly feedback sessions (20-30 minutes, in-person or virtually) and fill out form.
- Fill out mid-semester and final evaluation forms.
- Be accessible if questions or concerns arise.
- Be open to shadowing and networking.

Forms: Weekly Hours Tracker (Shared Google Sheet)

- The supervisor, intern and course instructor will be added to a shared Google Sheet.
- Student will input internship hours and a summary of his/her work for the week.
- There is a place for the supervisor to leave feedback and confirm the reported hours.
- The supervisor should submit the feedback by Sunday at 11:59 p.m. of each work week.

Forms:

Mid-Semester and Final Evaluation

- **Evaluations** are due by Sunday at 11:59 p.m. of Week 4, Week 9, and Week 12* of the semester.
*There is also a final write-up due Week 12 (more about that in a second...)
- Interns need to have at least 90% of the categories that apply to them at the satisfactory or exceeds expectations level to receive full credit.
- Link to the mid-semester evaluation for Week 4 and Week 9:

https://ufl.qualtrics.com/SE/?SID=SV_bxX1BIOsLd8zlHf

(Note: Password and link to the final evaluation will be distributed via email)

Paperwork: Final Write-Up

- Template listed on [internship website](#)
- Items to include:
 - Confirmation of hours (at least 120)
 - Projects that were completed during the semester
 - Skill level and professionalism level of intern
 - Strengths and potential areas of improvement

Items to Note

Confidential Communication

- Link if you are having an issue with your intern:
https://ufl.qualtrics.com/SE/?SID=SV_6zpNmQh6l5vEoBL
- This is 100% confidential and your intern will not see what was reported.
- The instructor will try to resolve the issue.
- Reminder: The Google Sheet is shared and the mid-semester evaluations are tied to a grade.

Student Feedback Forums

- Twice throughout the term, students will post information about a project they are working on, the progress made to date, and items that they would like feedback on in a course forum.
- Consider if it would be helpful to get more feedback on any project(s) that your intern is completing.

Keep the communication open!

Jorie Scholnik, Adjunct Lecturer
Jorie.scholnik@ufl.edu

Internship Website:
<http://onlinemasters.jou.ufl.edu/professional-internship/>

Program Websites---

Web Design:
<http://webdesign.jou.ufl.edu/>

Social Media:
<http://socialmedia.jou.ufl.edu/>

Global Strategic Communication:
<http://globalcommunication.jou.ufl.edu/>



*"My intern has worked out wonderfully.
You really should consider getting one."*