COMMUNICATIONS
MEDIA

Internship Handbook

Department of Communications Media

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Definition of common terms

Below is a list of common terms used to explain the internship process in the Communications Media department.

1. Internship Coordinator – The Internship Coordinator is a member of the Communications Media Department faculty who assists you with your internship paper work. This individual is the point of contact for all questions regarding your internship and the individual who will coordinate application submission and communicate all registration information concerning your internship course and placement. The internship coordinator is also responsible for all affiliation agreements. The internship coordinator assigns interns to specific faculty members based on geography and departmental policies.
2. Internship Application – This is a CONTRACT; where you enter into a formal and binding agreement. This is a document you electronically sign declaring the internship site where you will be working. You will identify your Internship Site Supervisor and provide appropriate contact information and work schedule. Once you have electronically signed this contract and submitted it, it cannot be changed. You cannot change internship sites after this point unless the internship has been canceled by the internship site. The internship coordinator or faculty supervisor will verify any canceled internships with the internship site. (Page 13)
3. Affiliation Agreement – This agreement is a contract between IUP and an entity offering an internship. It outlines duties and responsibilities of both the organization and the University as it pertains to appointing an IUP student as an intern. This is NOT a document students complete or have signed but the internship site. Your responsibility is to simply inform the internship coordinator if your internship site is on the list of existing agreements or if they are not yet on the affiliated list of sites. These are a requirement of the Pennsylvania State System of Higher Education and are not optional. You are not permitted to complete an internship at a site without that site having a valid affiliation agreement on file with the university. Approval of affiliation agreements is a process that requires several signatures, therefore it is imperative that students communicate the need for an affiliation agreement to the internship coordinator as promptly as possible. (Example Page 19)
4. Internship Site – This is the physical site where you will do your internship work. Your internship site is responsible for providing you a work space during your internship. The internship site must have a street address (not a PO Box) and must identify the location where you will be working during your internship. The Department of Communications Media will not approve “virtual internships”.
5. Internship Site Supervisor – This is the person who is directly responsible for managing your time at your internship site. This is essentially your employer during the internship. The Internship Site Supervisor is someone who has the expertise to teach you new skills and provide you with experience to meet your internship goals. The Internship Site Supervisor is responsible for completing the Internship Performance Review for your midterm and final evaluation. The Internship Site Supervisor is responsible for meeting with the Faculty Supervisor during the site visit.
6. Faculty Supervisor – This is a member of the Department of Communications Media faculty who will evaluate your internship experience and assign the appropriate grade. Your Faculty Supervisor will provide you with a course syllabus for COMM 493 Internship, along with his or

her requirements for your communication responsibilities, internship project, deadlines and other documentation. As with any course taught by different instructors, your Faculty Supervisor's instructions to you may be different than instructions given to students being supervised by other faculty. Follow the instructions given to you by the faculty member who is designated as your Faculty Supervisor. Your Faculty Supervisor is the person you will contact with any questions about your internship responsibilities or to report any issues with your internship. You do not get to select your Faculty Supervisor.

7. Faculty Supervisor Site Visit – Each intern will be visited by their Faculty Supervisor at least once during the period of his or her internship. To the degree possible, these visits will be done in person. In circumstances where it is not possible to visit the intern in person, the Faculty Supervisor may conduct this visit on Skype or by some other virtual means. The visit will include a private conversation with the Internship Site Supervisor. The intern is responsible for coordinating this visit with the Internship Site Supervisor and being aware of any requirements the Faculty Supervisor has for this visit.
8. Final Internship Project – All Communications Media interns are required to complete a Final Internship Project that will include, at minimum, daily logs documenting your work hours, a description of your internship duties and evidence of your internship work that is appropriate for inclusion in your career portfolio. Specific requirements for your internship project will be in the syllabus for COMM 493, provided by your Faculty Supervisor.
9. Internship Daily Log – This is a form your complete to document your work hours and verify that you have worked the appropriate number of hours for the credits you are receiving. You will keep one log per day and document your total internship work hours completed at the end of each day. (Page 33)
10. Internship Performance Review – This is an evaluation form completed by your Internship Site Supervisor. Your Internship Site Supervisor will complete a mid-term and final evaluation of your performance on the internship. You are responsible for providing the evaluation form to your Internship Site Supervisor and seeing that it is returned to your Faculty Supervisor by the appropriate deadlines. This Performance Review is part of your internship grade and you will not receive a grade until both the midterm and final reviews have been submitted to your Faculty Supervisor. (Page 34)

Internship Overview

The Internship Program

Communications Media students often find their internship experience is one of the most important parts of their IUP education. This is a required part of your Bachelor of Science Degree in Communications Media.

An internship is an opportunity for juniors and seniors to work in their field of choice while receiving university credit. Students receive nine credits for completing 360 work hours on a summer internship. These hours are typically earned by working full time, 40 hours per week for nine weeks, however hours can be spread over a longer period of time with a shorter work week. Students may either find their own internship site or choose from many resources identified by the department.

Students begin their internship search and application process in the spring semester immediately preceding their planned summer internship. Prior to registering for a summer internship, all students must complete COMM 395 Career Planning and have a 2.0 overall GPA.

Internship Sites

Communications Media students find internships at radio and TV stations, sports teams, magazines, graphic design firms, promotion agencies, private corporations, nonprofit organizations, hospitals, and many more sites. Students typically intern in Pennsylvania, New York, and the Washington, D.C. area.

Some of our many internships sites include:

- Altoona Curve
- American Heart Association
- Broad Street Music Group
- CBS Radio - Pittsburgh
- Center City Film and Video
- Elias Savion
- Gatesman & Dave
- iHeartMedia, Inc.
- Jenna Communications
- Make-a-Wish Foundation
- Renda Broadcasting
- Root Sports
- Vinegar Hill Creative
- Washington Wild Things
- WAMO
- WJAC-TV
- WQED
- WTAE-TV

IUP's Center for Media Production and Research (CMPR) offers on-campus summer internships. Interns work with real clients and gain real-world experience. Students broaden their production and promotions skills while networking with many different professionals. On-campus internships are also frequently available through IUP-TV and WIUP-FM.

The Washington Center (twc.org), located in Washington, D.C., offers internships that are integrated academic and work experiences in government, corporate, and nonprofit organizations. TWC interns participate in academic seminars featuring speakers who are leaders in government, media, and the D.C. community. Scholarships and tuition assistance are frequently available. Typically, students who are Pennsylvania residents receive a full tuition remission for their TWC internship and pay only for their summer housing at one of the TWC housing locations. TWC internships are coordinated with the assistance of IUP's Career and Professional Development Center. More information and deadlines are available at http://www.iup.edu/career/internships/washington-center-for-internships-and-academic-seminars/

IUP Communications Media students have interned through TWC at organizations such as:

- Voice of America
- Smithsonian Museums of Asian Art
- Public Broadcasting System
- National PTA
- Bravo! Events by Design
- American Association of State Colleges and Universities
- RedEye Professional Post
- Double R Productions
- Cumulus Media

The Internship Course: Communications Media 493

COMM 493 is a ***class*** with different faculty instructors. Each faculty member will provide a syllabus to his or her summer interns that will include due dates, requirements for communication, requirements for the final internship project and other pertinent class related information. Different faculty may have different expectations for their students. Follow the guidelines established by your faculty internship supervisor.

Prerequisites: COMM 395, 2.0 overall GPA and department approval

I. Course Description: Supervised professional summer work experience in communications media. Internship sites reflect the academic goals of the department and are approved and administered by a department coordinator. Location, duties, length of internship, and hours are tailored to students' career goals. Sites represent a broad spectrum of communications and media in business, education, allied health, or other agencies. Students must complete 360 hours of internship work experience and a culminating internship project. A maximum of 15 credits of internship and/or practicum are permitted toward a degree program. Students whose internship responsibilities include regular contact with minors are required to take the Protection of Minors Training. All internship sites are required to be compliant with University internship policies and requirements.

II. Course Objectives

Each student will define his or her own objectives for the internship experience while taking COMM 395 (Career Planning in Communications Media). These objectives will reflect the learning experience the student hopes to obtain through the internship. These will be refined by the hosting site (during interviews), and accepted by the department internship coordinator. This document, called the internship proposal, is included with the internship contract and other documents submitted to the Communications Media internship coordinator.

The Department of Communications Media course objectives for COMM 493 are:

At the conclusion of the internship experience, the student will:

- gain experience in a professional work setting consistent with the student's career goals;
- develop an understanding of the work environment and use this understanding to refine career goals;
- acquire skills, knowledge, and experience in areas specific to the internship setting;
- participate in projects and compile materials suitable for inclusion in a final project and professional portfolio;
- submit a culminating final internship project that includes an analysis of the internship experience and submission of an internship portfolio demonstrating the accomplishment of the student's internship objectives;
- use newly developed skills to conduct a job search in this or a related field; and
- use the internship site to develop professional contacts and refine interpersonal skills.

Internship Requirements and Policies

There are various requirements when looking for and securing an internship experience. Below is a list of important responsibilities to remember when you are searching for an internship.

Selecting an Internship

1. Select an internship site that meets your academic and professional goals. Look for sites that will help you build your skills, provide you opportunities for networking, and potentially a first job.
2. Search for internships on web sites of companies where you would like to work. Use common search engines such as Career Builder and Indeed. When completing online applications, follow each application's instructions carefully. Remember to note the internship requirements, time, location, and materials required carefully.
3. In identifying potential internship sites, the following Department of Communications Media policies will apply:
    a. Virtual internships – those internships without a physical work site – are not permitted for COMM 493 credit.
    b. The internship site/host must provide a physical workspace for interns at the internship site's physical location.
    c. The internship site must provide an on-site supervisor who has face-to-face contact with the intern at least once per week.
    d. The internship site supervisor must be a professional in his or her field; that is the site supervisor must be able to teach the intern about a facet of the communications field in which they are proficient.
    e. The student intern's immediate family members are not permitted to act as site supervisors or complete evaluations of the intern.
4. To receive 9-credits, the intern must log 360 hours of internship work. Make sure your potential internship organization is able to provide an experience that permits you to complete the required hours. Up to 40 of those hours may come from work on COMM 493 course assignments, with permission from your site supervisor and faculty supervisor.
5. If it is your intention to graduate in August, after the completion of your internship, it is important that your internship hours can be completed in time for your final grade to be submitted to clear you for August graduation.
6. While the University encourages an internship experience within a 500-mile radius of IUP, the Communications Media Department has no restrictions on location. Therefore, students are free to seek an internship at any location within the United States of America. All internship sites are subject to appropriate vetting by the internship coordinator and department staff. Internships are not permitted on soil outside of the United States of America.
7. All internship sites must sign an *affiliation agreement* with IUP, reside in a state that permits interns from Pennsylvania universities, and be willing to verify that the intern will be supervised by an expert whose content specialty matches the skills being sought by the intern.
    a. Some states have restrictions on certain internships. Please check with the internship coordinator if you are interested in an internship outside of PA.

b. Students will be provided with a list of internship sites that have previously signed affiliation agreements. These sites are approved and if you intern at one of these sites, they do not need to sign an additional affiliation agreement.

Identifying your Internship

1. Once you have identified and confirmed your internship, you will ask an authorized member of the internship site to complete the Internship Site Offer form. They will return the form to you. You will scan the form into a PDF document and then submit it on the Application page of iblog.iup.edu/comminterns.
2. You will then complete the internship application located on the application page of iblog.iup.edu/comminterns by established deadlines. See the calendar on iblog.iup.edu/comminterns.
3. Once you have electronically signed and submitted the internship application, no further changes can be made. You cannot change internship sites after this point unless the site cancels your internship.
4. You must also submit current Title IX and Child Protection training certificates which must be earned within 9 months of starting the internship. These certificates are submitted on the application page of iblog.iup.edu/comminterns.

Registering for an Internship

1. All students must successfully complete COMM 395 Career Planning prior to their internship experience. All students enrolled in the internship course must be either a COMM major or COMM minor.
2. The internship is not a capstone course and may be taken the summer of your junior year. You are not required to complete COMM 475 Senior Portfolio Presentation to be able to do an internship. COMM 475 is required to graduate with your Bachelor of Science in Communications Media but not required prior to taking COMM 493.
3. COMM 493 Internship is a 9-credit course, which requires the appropriate tuition payment of approximately $3000 (as of 2017). Students who drop, withdraw from, or fail COMM 493 may still be responsible for paying tuition. Address any tuition concerns to the bursar's office.
4. The internship course is only offered during the summer terms. COMM 493 is not offered in the spring or fall semesters.
5. If you are completing your summer internship as the final requirement for graduation, you will apply for **August graduation** but still be permitted to walk with your class for the May commencement program, both departmental and University-wide. The deadline to apply for AUGUST graduation is APRIL 1st.
6. To register for your summer COMM 493 credits, you will be provided a specific Course Record Number (CRN) assigned to the faculty member who is your faculty internship supervisor. You will use the CRN to register online through MYIUP. Registration for your summer internship must be completed by the pre-session summer add/drop period, typically the third day of pre-session classes in early May. Students who do not register online within this time, will have to do paperwork to complete a late add. The registration deadline is NOT based on the date you start your internship but is based on IUP's academic calendar.

7. Students cannot have more than 15 credits of internship and practicum combined (within or external to the major) within the 120 credits toward graduation; students may exceed 15 experiential credits if they go beyond the 120 graduation credit requirements.
8. The University requires all students be in good academic standing with a cumulative 2.0 GPA. If your GPA drops below a 2.0 after you have registered for COMM 493, you will be dropped from your internship and will have to complete COMM 493 in a future summer term. You will not be able to register for COMM 493 or any other course if you have holds on any type on your record.

Completing an Internship

1. Once the Internship application is electronically signed and submitted no changes are permitted. That is, there will be no changes made to the internship experience or site unless under extreme circumstances. Extreme circumstances would consist of a misrepresentation of internship duties on the part of the internship site or potential illegal or unethical behavior on the part of the internship site. If your internship is canceled by the site, for any reason, the internship coordinator or faculty supervisor will verify this.
2. You are responsible for maintaining regular communication with your faculty supervisor. Email is IUP's official communication system. You are required to check your email daily and respond promptly to communication from your faculty supervisor. Failure to do this may negatively impact your grade.
3. To be assigned a grade at the end of the summer term, the intern must log the required 360 work hours and meet all other internship requirements by the date identified by the faculty supervisor in the COMM 493 syllabus. Students whose work hours extend past the deadline for submission of grades will provide completed daily logs to the Faculty Supervisor prior to any grade being submitted. The intern will receive an "Incomplete" grade until all hours have been logged.
4. Interns who anticipate August graduation upon completion of their internship and whose hours will not be completed in time for submission of grades must communicate with the faculty supervisor to determine whether the student can still be eligible for August graduation. If hours cannot be completed in time for graduation clearance, students will be required to reapply for graduation in a future semester.
5. If you are dismissed from your internship, or your internship is terminated for ANY reason, you must notify your Faculty Supervisor within 24 hours of this action by phone **and** via IUP email. Your faculty supervisor will contact you to discuss and determine what happened and ascertain why the internship was terminated. He or she will also attempt to contact your internship site and discuss the situation. Call the Department of Communications Media main office (724-357-3210) if you are unable to reach your faculty supervisor. Understand that if you are terminated or quit your internship at a date past the financial withdrawal deadline, you will still be liable for your tuition payment. Consult the IUP Office of the Bursar for any questions about tuition responsibilities.

   The following circumstances will apply to your grade and ability to complete COMM 493 depending on the situation:

   Termination or dismissal without just cause: If your internship site terminates your internship for reasons not connected to your job performance or if you are fired for reasons your faculty

supervisor determine were not for “just cause” (meaning it was no failure on your part) they will work with you as you attempt to find another internship where you can complete your required hours and COMM 493 assignments. That said, finding another affiliated and appropriate internship is ultimately your responsibility, and failure to do so in the time frame of the summer term, will result in an “L” grade and you will be required to complete the remaining requirements of COMM 493 in the future. The “L” grade will remain on your transcript until all the internship requirements have been met and you will not be able to graduate until the “L” is converted to a regular letter grade.

Termination or dismissal for just cause: If you are fired from your internship due to your failure to perform as assigned OR if you fail to notify your faculty supervisor of your termination within 24 hours of being discharged; you will be assigned an "F" grade for COMM 493 and no effort will be made to reassign you to another internship during the same summer. “Just cause” reasons for your dismissal would include (but are not be limited to) repeated absence from work, unacceptable performance of your assigned duties, lack of motivation, failure to follow instructions, dishonesty, sexual harassment, lack of civility or any violation of your COMM 493 ethics agreement.

Internship Checklist

1. Search for available Internships, apply to internships, accept an internship position!
    - Begin your internship search in the early part of the spring semester, prior to your planned summer internship.
    - Please check with IUP's Career and Professional Development Center for information about The Washington Center and other internship opportunities.
    - The internship coordinator will also be sending out periodic e-mails with internship opportunities that get sent to them.
    - You must be subscribed to iblog.iup.edu/comminterns to receive email updates and apply for an internship.
2. Confirm need for an Affiliation Agreement.
    - Your internship site is REQUIRED to have an affiliation agreement on file with IUP. You cannot begin work on an internship until it has been determined that an existing affiliation agreement is on file or a new affiliation agreement has been approved.
    - The list of existing affiliation agreements will be available to look at in the internship coordinator's office as well as the Communications Media front office. If you were enrolled in COMM 395, the list is also available on your course D2L website.
    - If the site is NOT on the existing affiliation agreement list please contact the internship coordinator, with the contact information/supervisor information for your site and he or she will obtain the appropriate documents needed for the University; you are NOT permitted to handle the affiliation agreements. **Deadline for contacting the internship coordinator about affiliation agreements is APRIL 1st!**
    - New affiliation agreements require the approval of the University Provost. No work can begin on an internship site until final approval has been given.
3. Confirm your need for Title IX/Protection of Minors Training – this is REQUIRED whether you are working with minors or not.
    - If you completed this training in COMM 395, you may submit the complete certificates that you earned in that class. Your certificates must have been earned within nine months of starting your internship. You may have to complete the training again.
    - If you did not complete this training and ARE WORKING WITH MINORS, you must e-mail the internship coordinator, to receive a Title IX Internship Handbook and return an e-mail stating you are in full awareness of the precautions required when working with minors.
4. After you receive an offer of an internship from a site, you must download the Site Internship Offer form available at iblog.iup.edu/comminterns/forms/ and ask the site complete the form. They then return the form to you. You scan the form as a PDF and upload it with your electronic application at iblog.iup.edu/comminterns/forms/.
5. Assemble information required for the application form.
    - Your permanent street address.
    - Your permanent city.
    - Your permanent state.
    - Your permanent zip.
    - Your cell phone number.
    - Your alternate phone number.

- Your COMM 395 Grade.
- Total number of COMM credits you have completed (including the current semester).
- Your anticipated date of graduation.
- Your internship schedule (start date, end date, days of week working, start time and end time each day).
- Internship Site Name.
- Internship Site Department Name (if any).
- Internship Street Address
- Internship City
- Internship State
- Internship Zip
- Internship Main Phone
- Internship Supervisor Name
- Internship Supervisor Title
- Internship Site Supervisor Phone
- Internship Site Supervisor Email Address
- Internship Start Date
- Internship End Date

6. Fill out Internship application at iblog.iup.edu/comminterns/forms/
    - This contract is a formal and binding agreement you are electronically signing.) requires your site supervisor's approval. Take this with you on your internship interviews. If you are offered an internship that you want to accept, give the site supervisor the contract, ask them to complete page 2 and sign it while you are there.
    - Bring the completed internship contract to the internship coordinator.
    - The COMM Internship Application is located at iblog.iup.edu/comminterns/forms/.
7. As part of the application, you must acknowledge your responsibilities as an intern including:
    - Conduct yourself professionally
    - Continuously work toward the achievement of my internship goals and objectives
    - Monitor my IUP email on a regular basis (3 to 5 times a week)
    - Communicate with my site supervisor and my faculty supervisor, including communication relating to issues and/or problems that arise pertaining to my schedule, completion of work assignments
    - Work with both my faculty and my site supervisors to arrange my faculty supervisors on-site visit
    - Maintain a daily log of my internship experience
    - Complete the required minimum hours for my internship experience
    - Complete my final internship project and submit it by the stated deadlines to my faculty supervisor
    - Complete the required Protection of Minors Training if my internship experience requires me to have regular contact with minors as part of my internship duties
8. As part of the application, you must verify that your internship organization has agreed to:
    - Provide you with a direct supervisor who is experienced in the field in which you are seeking an internship

- Provide you with a detailed internship job description for the position prior to the start of your internship
- Provide you with an experience that will further your learning and knowledge in your chosen field
- Help you to achieve your outlined educational goals and objectives
- Complete a mid-term and final performance evaluation on you and submit these evaluations to your faculty supervisor within a timely manner
- Meet with your faculty supervisor during his or her on-site visitation

9. As part of your application, you must acknowledge that the Communications Media Department will:
    - Correspond with me prior to the start of my internship experience to review my internship proposal and necessary documentation
    - Conduct at least one on-site visit (a teleconference may be necessary if this experience falls outside of 300-mile radius of IUP) and review during my internship experience.
    - During this visit, my internship site supervisor and I are required to meet with my faculty supervisor to discuss my performance and experience.
    - Evaluate my final internship project and review my site supervisor's mid-term and final performance evaluations.
10. As part of the application process, you must acknowledge your willingness to abide by the Communications Media Internship Ethics Policy including:
    - Understanding theft of material at the internship site will result in the immediate termination of my internship. This material includes, but is not limited to, promotional material, confidential or proprietary information, software, etc.
    - Understanding the number of credits I place on my Internship Contract is the number of internship credits I will receive which is 9 credits.
    - Understanding the requirements and guidelines for the internship program and that failure to follow these requirements or guidelines could result in the cancellation of my internship.
    - Understand once I have submitted the Department Internship Application (Contract) with the internship site specified, I am NOT permitted to change internship sites unless extreme conditions arise (such as harassment, discrimination, or termination of the internship by the site prior to the start of the internship).
    - Understand University policies for student conduct including academic integrity, civility and Title IX extend to the internship program. Therefore, I understand that I am to abide by all IUP guidelines and policies relating to alcohol, substance abuse, sexual harassment copyright infringement, and other ethical or professional matters during my internship experience. Failure to follow these guidelines and policies could result in the cancellation of my internship (see also IUP E.E. Guidelinse III D).
    - Understand I must provide documentation that I have completed the required Protection of Minors Training.
    - Understand I have received a handout explaining IUP's Title IX and the protection of Minors Policies entitled Sexual Violence/Sexual Harassment, Students of Concern and Protection of Minors.

- Understand IUP does NOT provide and cannot obtain liability insurance coverage for interns. Should the hosting site require coverage, it is the intern's responsibility to obtain insurance from a private underwriter.
- Understand IUP is directly prohibited from entering into any agreement that includes a "hold harmless" or "indemnification provision" for any internship. If required by an internship site to sign any legally binding documents, I will first present said documents to the Department Internship Coordinator.

11. Submit the Internship Application form no later than April 15th if the internship site is affiliated with IUP. If the internship site is not affiliated, the deadline for application submission is April 1st.
12. Register for COMM 493 Internship – **This will not occur until very near the end of the spring semester!** You will not be able to do this until the internship coordinator confirms receipt and completion of all required documents and assigns you a faculty internship supervisor. You will be notified by email when you are able to register for your internship credits and the CRN# for your section will be included in that e-mail. You will register for a specific section of COMM 493 that is assigned to the COMM faculty member who will be your faculty supervisor for the summer. After you have registered for COMM 493, your assigned faculty supervisor will communicate his or her expectations for your internship.
    **** Register for your internship before the pre-session summer add/drop period ends!**

Affiliation Agreements

All internship sites are required to have an affiliation agreement on file with the university. These agreements are required by the Pennsylvania State System of Higher Education for all internship sites. These agreements exist to protect YOU, the student intern, from be exploited in any way at your internship. It also provides mutual guidelines for internship expectations between the organization and the university.

This document is a separate document from the internship contract and is to be handled by the internship coordinator ONLY. You are not permitted to manage the distribution or signing of an affiliation agreement with your internship site.

Your responsibility is to make sure your internship site is on the list and if not, to get all necessary contact information for your internship site to the internship coordinator no later than April 1st. You will provide the internship coordinator with appropriate contact information and he or she will communicate with the internship site about the affiliation agreement.

Common questions about Affiliation Agreements

1. Why do we need Affiliation Agreements?

   Agreements protect our students. Provisions in the agreement guarantee that the Civil Rights of our students are protected, that Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act are guaranteed. Without these guarantees, then our students are NOT protected.

2. What is an Affiliation Agreement?
   It is a contract between IUP and an entity offering an IUP student an internship. It outlines duties and responsibilities of both the organization as well as the University as it pertains to hosting an IUP student as an intern.

Example Affiliation Agreement (example only – do not use)

IUP FIELD EXPERIENCE AGREEMENT

Internship, Practicum, and Clinical Experience Agreement

This agreement establishes the relationship between Indiana University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and Click here to enter text. (referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting (referred to as "IUP field experience").

The Organization is able to provide practical experience pursuant to the terms of this agreement and serve as an IUP field experience site offering facilities, resources, and supervision to students.

Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University shall determine eligibility for students registering in an IUP field experience for academic credit.
2. The University shall determine the amount of academic credit to be earned through the IUP field experience and establish all academic requirements that the student must meet to earn the credit. The University shall establish a grading system and criteria to earn the grade upon completion of the IUP field experience.
3. The University will assign a faculty member to monitor and evaluate the student's performance during the IUP field experience and be responsible for all costs associated with faculty supervision of the student.
4. Upon notification by the Organization of failure of the student to comply with University guidelines and procedures for the field experience program, the University may remove the student from the IUP field experience.
5. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, et seq.

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an IUP field experience description that outlines the duties and responsibilities of the student. The University will use this document to determine the suitability of the IUP field experience for academic credit.

EXAMPLE ONLY

2. The Organization agrees to notify the University of any Field Experience Participation Requirements, such as background investigations, drug testing, and health screenings.
3. The Organization reserves the right to select students based on the Organization's needs and preferences.
4. The Organization may determine the schedule that the student will maintain on premises.
5. The Organization acknowledges it will not be compensated by the University for the IUP field experience and the Organization shall be solely responsible for determining the amount of compensation, if any, received by the student. The Organization will inform the University if the student will receive an hourly wage, stipend or if they will serve in a non-paid capacity.
6. The Organization agrees to provide suitable space and resources for the student to complete the field experience assignment. The Organization will provide orientation, training, and supervision.
7. The Organization shall provide mutually agreed upon information on a student's IUP field experience.
8. The Organization agrees to make reasonable accommodation to the University's request for a faculty site visit during a student's IUP field experience.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request the IUP field experience be terminated. If for any reasons the IUP field experience should be terminated, the organization should notify the University.

III. Mutual Terms and Conditions

1. This agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with ninety (90) days' notice. In the event of a substantial breach, either party may terminate this agreement. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their IUP field experience.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title VII of the Civil Rights Act of 1964 in regard to sex, race, color, national origin, and religion, Title IX of the Education Amendments of 1972 in regards to sex and other applicable laws, as well as the provisions of the Americans with Disabilities Act. The Organization agrees to cooperate with the University in its investigation of claims of discrimination or harassment.
3. The Organization shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Phone: (724)-357-3402. The site shall identify resources, such as medical care and counselling that are available to any student who has been the victim of sexual assault, dating violence, domestic violence or stalking.
4. The laws of the Commonwealth of Pennsylvania shall govern this agreement.

EXAMPLE ONLY

5. The relationship between the parties to this agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
6. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.
7. This agreement represents the entire understanding between the parties. This agreement shall only be modified in writing with the same formality as the original agreement.

The authorized representatives of the parties have executed this agreement as of the date indicated below.

Indiana University of Pennsylvania

Click here to enter text.

Dr. Timothy S. Moerland, Provost & VPAA	Date	Authorized Signature	Date
		Print Name/Title	

EFFECTIVE DATE OF AGREEMENT is the date of last signature.

EXAMPLE ONLY

Title IX – Sexual Harassment and Sexual Violence Policies

All students expecting to interact with any minors (individuals under the age of 18) while at their internship site are REQUIRED to complete a Title IX training session through IUP. If you are taking COMM 395 you will more than likely be able to complete this training during the completion of that course. Please review the pamphlet included as a preview for your own Title IX training.

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1. Policy

Indiana University of Pennsylvania is committed to maintaining a learning and work environment that is free from sexual harassment and sexual violence. Sexual harassment and sexual violence are forms of sex discrimination prohibited under Titles IV and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Pennsylvania Human Relations Act. Acts of sexual harassment or sexual violence, including sexual assault, dating violence, domestic violence, and stalking, seriously undermine the atmosphere of trust and respect that is essential to a university community. Moreover, sexual harassment and sexual violence are legally prohibited and will not be tolerated. The purpose of this Policy is to define prohibited conduct and provide guidance on the procedures for addressing complaints involving sexual harassment or sexual violence, including sexual assault, dating violence, domestic violence, and stalking. Persons found to be in violation of this Policy will be subject to disciplinary action up to and including expulsion for students and termination for employees.

All students, managers, administrators, faculty, staff, vendors, and designated volunteers have a responsibility to adhere to the contents of this Policy. Employees of the university community are required to report complaints of sexual harassment and sexual violence promptly and in accordance with this Policy. Persons who have been victimized also have the option of reporting to the Office of Public Safety, Campus Securities Authorities, or the University Compliance Officer/Title IX Coordinator.

IUP prohibits retaliatory action against persons filing complaints of sexual harassment and sexual violence or any person cooperating in the investigation of such a charge, as a complainant, respondent, witness, or other participant. The university will not tolerate knowingly making false charges. Acts of retaliation or knowingly making false charges shall constitute misconduct subject to disciplinary action up to and including expulsion for students and termination for employees.

As much as possible, consistent with the university's legal obligations related to federal and state regulations and to protect the rights and security of its employees and students, the university will respect the confidentiality of both the complainant and the accused, and only those persons who are necessary for the investigation and resolution of the complaint will be given information regarding the matter.

Questions about the policy should be referred to Ms. Valerie Mercado, Compliance Officer/Title IX Coordinator in the Office of Social Equity, B17 Delaney Hall, 724-357-3402.

INDIANA UNIVERSITY OF PENNSYLVANIA

Sexual Violence/Sexual Harassment, Students of Concern and Protection of Minors

For Students on Internship, Practicum, Clinical, or Student Teaching

This manual should be distributed to all students participating in ***any* field experience.**

What is Title IX?

Title IX is a federal law that comes from the Education Amendments of 1972. This aspect of the law specifically prohibits discrimination on the basis of sex. It sets forth the basic principle that students should be free to participate fully in their educational experiences regardless of their gender. Sexual harassment and sexual violence are experiences which violate the intent of Title IX.

IUP takes immediate and effective steps to end sexual harassment and sexual violence. Retaliation against individuals reporting sexual harassment and/or sexual violence will not be tolerated and will be addressed through the appropriate university process (University Police, Student Conduct, Human Resources).

Questions about IUP's Title IX policy and protocol can be directed to:
Ms. Valerie Mercado, compliance officer in the Office of Social Equity, at vmercado@iup.edu, 724-357-3402, B-17 Delaney Hall.

The U.S. Department of Education, OCR oversees Title IX compliance.
Questions may be addressed to the Office for Civil Rights (OCR).

What is Sexual Harassment and Sexual Violence?
Sexual Harassment is unwelcome physical or verbal conduct of a sexual nature, with a sex or gender based discriminatory effect.

Sexual Violence includes sexual assault, dating violence, domestic violence, and stalking. The complete Sexual Harassment/ Sexual Violence Policy can be viewed at:

http://www.iup.edu/page.aspx?id=115577

What does this mean for a student taking an internship, practicum, or student teaching?
Because the process may be different at each site, your first step is to contact your IUP Internship Coordinator, who will advise you.

As an IUP student, you have many rights related to the IUP's administration of Title IX regulations. However, if you experience sexual harassment or sexual violence while on internship, practicum, or student teaching, the site where you are working has the responsibility to respond to your complaint.

If you are in danger, contact 9-1-1!

- To receive support, contact: Your Academic Internship Coordinator
- To file a complaint at your site, contact the HR Department of the organization at which you are interning/working/ student teaching/etc.
- To receive assistance and counseling, contact: IUP HAVEN 724-357-4799
- For 24/7 assistance call National Sexual Assault Hotline—RAINN 1-800-656-4673
- If the alleged perpetrator is a **student** associated with IUP, see the following page(s) to file a complaint through IUP's Sexual Harassment and Sexual Violence Policy.
- If the alleged perpetrator is an **employee** associated with IUP, contact the Office of Social Equity 724-357-3402
- For assistance, contact IUP University Police 724-357-2141

Sexual Harassment & Sexual Violence Survivor Support Information

Sexual harassment and sexual violence are serious violations of the university's expectations and student behavioral regulations. The university recognizes that sexual harassment and sexual violence may cause severe physical and/or emotional consequences for the survivor. Medical and mental health resources and preventive education are available to provide assistance.

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex. Sexual harassment of students, which includes acts of sexual violence, domestic violence, stalking, and dating violence, which are forms of sex discrimination prohibited by this federal law. When incidents of sexual harassment or sexual violence occur and are reported to campus security authorities, IUP takes immediate and effective steps to end sexual harassment and sexual violence. Retaliation against individuals reporting sexual harassment and/or sexual violence will not be tolerated and will be addressed through the appropriate university process (University Police, Student Conduct, Human Resources).

Questions about IUP's Title IX policy and protocol can be directed to Valerie Mercado, IUP's Compliance Officer and Title IX Coordinator at vmercado@iup.edu, 724-357-3402, B17 Delaney Hall.

Sexual Assault, Domestic Violence, Dating Violence, Stalking Procedures

A victim should be encouraged to access the following support services.

University Police at 724-357-2141. This office will assist the victim in reporting the sexual assault/violence and refer him/her to the appropriate office for follow-up through the legal and/or university student conduct system. In cases requiring urgent measures, victims should contact the local emergency-operating center at 911. Ensure that the victim is in a safe and secure environment, and encourage him/her to preserve all physical evidence. The university police will take immediate and appropriate action to investigate any allegation of sexual assault and, if evidence exists, will take appropriate action to end the sexual violence and prevent its recurrence.

Medical Attention

If the alleged abuse or assault occurred within the last seventy-two hours, encourage the victim to seek medical attention at a nearby hospital. Each hospital has the facilities and expertise to conduct medical-legal examinations, even if the victim prefers not to prosecute.

An Indiana Campus student should be referred to the Health Service at the Center for Health and Well-Being at 724-357-2550 if the alleged assault occurred *more than* seventy-two hours earlier. If the Health Service is closed, refer the student to the emergency department of the nearest hospital. This step is important, so s/he receives proper assessment and treatment of any physical injuries sustained in the assault.

Counseling/Advocacy Services

The Haven Project at IUP's Counseling Center, on the Indiana Campus, is available to students from all campuses to provide confidential counseling services at 724-357-2621.

24 hour advocacy services are available through the Haven Project at the Alice Paul House in Indiana at 724-349-4444; HAVIN (the Survivor Abuse Center) in Kittaning at 724-548-8888; Passages, serving Punxsutawney, at 800-793-3620; and PAAR, serving the Monroeville Center, at 866-363-7273.

Additional Support Offices/Agencies:

Crime Victim Hotline	800-435-7249
Indiana Campus:	
Alice Paul House	724-349-4444
IUP Haven Project	724-357-4799
Indiana Regional Medical Center	724-357-7000
IUP Counseling Center	724-357-2621
IUP Advising and Testing Center	724-357-4067
IUP Health Service	724-357-2550
Monroeville Center	
PAAR (Pittsburgh Action Against Rape)	866-363-7273
Forbes Regional Hospital	412-858-2000
Northpointe Campus	
HAVIN, Inc. (Sexual Assault Survivor Support)	724-548-8888
	800-841-8881
Armstrong County Memorial Hospital	724-543-8500
Punxsutawney Campus	
Passages (Sexual Assault Survivor Support)	800-793-3620
Crossroads Project (Domestic, Dating Violence, Stalking)	800-598-3398
Punxsutawney Area Hospital	814-938-1800

Requesting Academic, Living, Transportation, Work Accommodations:

Victims can request accommodations if their safety or well-being is at risk. Students can receive assistance in requesting accommodations from the Haven Project at IUP, 724-357-4799. Examples of accommodations include changing academic schedules, or on-campus housing assignments, use of IUP's escort system, and adjustments to work assignments.

Academic Accommodations	Options include total university withdrawal, discrete course withdrawal, or change of course section. To discuss options: **Indiana Campus** contact the Office of Advising and Testing at 724-357-4067; **IUP Monroeville Center** contact the School of Graduate Studies at 724-357-2222; **IUP at Northpointe** contact administrative office at 724-294-3300; **IUP at Punxsutawney** contact administrative office at 814-938-6711.
On-Campus Living	Contact the residence director or the Director of Residential Living
Transportation	Contact University Police at 724-357-2141
Work Accommodations	Contact your supervisor. IUP employees also can contact the Compliance Officer/Title IX Coordinator and/or the Associate Vice President for Human Resources.

Protection of Minors

IUP is dedicated to preventing sexual abuse of children by mobilizing adults, families, and communities to take actions to protect children before they are harmed.

IUP joins the Pennsylvania State System of Higher Education (PASSHE) prevention initiative by complying with BOG Policy 2014-01: Protection of Minors, IUP's Protection of Minors Policy (December 31, 2014) and with the creation of Speaking Up to Keep Children Safe; IUP's protection of minors training module and

The purpose of IUP's policy is to promote the ***safety*** and ***security*** of ***children*** who participate in programs held on university property. This policy applies to all university-sponsored programs, regardless of location, and non- university-sponsored programs that occur on IUP property. IUP administrators, faculty, coaches, staff, students, contractors, and volunteers in university-sponsored programs must comply with the policy. IUP's policy can be viewed at: www.iup.edu/humanresources/policies/minors

Speaking Up to Keep Children Safe

Speaking Up to Keep Children Safe focuses on recognizing and responding when behaviors of concern involving minors are identified or reported. In a situation of suspected child abuse, ***all*** IUP administrators, faculty, coaches, staff, student workers, contractors, and volunteers are considered mandated reporters.

Child Abuse Is...

All sexual activity between an adult and a child is sexual abuse. Sexual abuse does not have to involve penetration, force, pain, or even touching. If an adult engages in any sexual behavior (looking, showing, or touching) with a child to meet the adult's interest or sexual needs, it is sexual abuse.

Sexual abuse between children is often defined as when there is a significant age difference (usually 3 or more years) between the children, or if the children are very different developmentally size-wise.

National Data: Child Sexual Abuse

- 1 in 4 women and 1 in 6 men report having been sexually abused as children.
- Approximately 10% of all children have experienced contact sexual abuse;
- Up to 50% of child sexual abuse cases are perpetrated by someone younger than 18 years old.

Who Sexually Abuses?

Recognizing Concerning Behavior

When observing behavior, consider the context of the behavior to assist you in identifying whether it is behavior of concern or not. Think about:

- Whose needs are being met?
- Do behaviors continue after clear limits have been set?
- Is parental authority being undermined?
- Is one child singled out?
- Can a child say "no" in this situation?

Behaviors of concern are sometimes not obvious … you may be the identifier of signs of abuse displayed by the child or youth.

- **Unexplained changes in routines and habits (eating/sleeping/ hygiene)**
- **Regressive behaviors (bed wetting)**
- **Unexplained fears, mood swings**
- **Sexualized behavior**
- **Secrets**
- **Leaves "clues"**
- **Risky behavior (drug/alcohol use, violence)**

Using the ***continuum of behavior*** on the next page, associate behaviors with a category/color and respond accordingly. ***GREEN*** behaviors are acceptable behaviors we want to reinforce. ***YELLOW*** behaviors are concerning and require action, usually a conversation, to stop the behavior and respond with reporting. ***RED*** behaviors are harmful to the child and require action to stop the behavior, reporting, and safety planning for the victim.

Safe, Healthy, Developmentally Appropriate	Concerning, Inappropriate	Harmful
(Respond & Reinforce)	(Protect and Respond)	(System Response and Safety Planning)

For more information on acceptable and unacceptable behaviors please visit the **Speaking Up to Keep Children Safe** website http://www.iup.edu/socialequity/keep-children-safe/resources/default.aspx and review ***Training Curriculum for Minors*** located under ***Resources.***

When to Report...

- A child and/or adult shows numerous and consistent warning signs of abuse or being at risk to abuse
- A child has stated that he or she is being abused by an adult
- A child has stated that another child has been engaging in sexually harmful behaviors with him/her
- A child states that he or she has sexually harmed another child
- An adult has stated that he or she has sexually abused a child
- An individual has become aware of child pornography online
- An adult is aware of another adult or child who is viewing child pornography
- ***WHENEVER YOU HAVE CONCERNS!***

A ***Campus Security Authority***, or ***CSA***, is an "official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus student conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issue on behalf of the institution."

Campus Security Authority Coordinators

Director of Public Safety	**Ms. Kate Linder** Associate Dean of Students/ Deputy Title IX Coordinator, Student Conduct	**Ms. Sondra Dennison** Assistant Dean, Living & Learning/ Deputy Title IX Coordinator, Training	**Ms. Samantha Goettman** Assistant Compliance Officer, Intercollegiate Athletics	**Mr. Bob Smith** Events Manager, Kovalchik Conference Center
(724) 357-2141	(724) 357-1264	(724) 357-2696	(724) 357-2782	(724) 357-5202
	krlinder@iup.edu	sdenniso@iup.edu	goettman@iup.edu	R.J.Smith9@iup.edu
Mr. Lou Garzarelli Director, Operations, Student Cooperative Association	**Mr. Richard Muth** Director, Northpointe Campus	**Ms. Paula Stossel** Assistant Dean for Administration, School of Graduate Studies; Director, Monroeville Graduate and Professional Center	**Mr. Theo Turner** Assistant Dean of Students, Punxsutawney Campus	**Ms. Valerie Mercado** Compliance Officer, Title IX Coordinator
(724) 357-1374	(724) 294-3309	(724) 357-1293	(814) 938-6711	(724) 357-3402
louis.garzarelli@iup.edu	richard.muth@iup.edu	Paula.stossel@iup.edu	theodore.turner@iup.edu	vmercado@iup.edu

Local and National Reporting Resources

Crime Victims' Hotline: 1-800-435-7249

District Attorney's Office: (724) 465-3835

Indiana Borough Police: (724) 349-2121

PA State Police: (724) 357-1960

Probation Department: (724) 465-3820

PA Child Abuse Hotline: 1-800-932-0313
www.childhelp.org
Provides information on reporting

CyberTipline: 1-800-843-5678
National Center for Missing and Exploited Children
www.missingkids.com/home
National reporting hotline for internet safety

Stop It Now!

www.StopItNow.org

Email or call the Helpline

1.888.PREVENT

Appendices – Internship course documents

Appendix A. - Daily Log Form

This is an EXAMPLE of the type of work log you will be using to track your work hours while working at your internship.

Daily Log

IUP

COMM Internship Program

Today's Date: Click here to enter a date.

Signature: Click here to enter text.

Banner ID: Click here to enter text.

Time: Start-Stop	**Task**
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.
Time	Click here to enter task.

Summary of Main Events, New Tasks Assigned or Completed
Click here to enter text.

Today's Hour Total
Hours
Total Internship Hours
Hours

Complete one log page for each work day

Appendix B. - Site supervisor evaluation

This is an example of the type of performance review used by your Site supervisor at your internship. It is helpful to review this form periodically to be aware of the areas in which you will be evaluated.

Internship Performance Review
Department of Communications Media
121 Stouffer Hall, Indiana University of Pennsylvania
Indiana, Pennsylvania 15705

Intern's Name: Click here to enter text.

Evaluation (Check one): ☐ – Midterm ☐ – Final

Ratings:	**Directions:**
1. Unsatisfactory (F) 2. Satisfactory (C) 3. Very Good (B) 4. Excellent (A) 5. Superior (A+) N/A Not applicable or Unable to Assess	Please select the rating which best describes the performance or characteristics of the student. Your opinion can account for up to 50% of the student's total program evaluation. Additional academic requirements, site visits, and other responsibilities of the intern will be assessed by the Communications Media faculty in determining an assigned grade.

Job Performance Skills

Choose an item. **Quality of Work.** Assignments are complete, accurate, orderly, and presentable.

Choose an item. **Technical Ability.** Possess the required entry-level abilities to complete assignments.

Choose an item. **Judgment in Decision Making.** Exhibits discretion and balance in making decisions.

Choose an item. **Writing Skills.** Demonstrates appropriate written communication skills in a wide range of writing tasks.

Choose an item. **Oral Skills.** Demonstrates appropriate verbal presentation skills, given a wide range of topics and audiences.

Choose an item. **Team Member.** Works well with and for others.

Choose an item. **Time Management.** Is able to schedule time efficiently in accomplishing goals; is reliable.

Choose an item. **Productivity.** Meets or exceeds assignment expectations.

Choose an item. **Creativity.** Imaginative and resourceful in problem solving.

Choose an item. **Initiative.** Seeks new responsibilities, tasks, or skills; does not hesitate to ask questions.

Choose an item. **Supervisory Relationship.** Attentive, cooperative, and responsive to supervision.

Interpersonal Skills & Personal Dynamics
Please use the drop down menu on the left to choose a rating for each item

Choose an item. **Attitude Toward Experience.** Enthusiasm and interest are apparent and consistent.

Choose an item. **Self-Confidence.** Poised and sincere in representing their strengths and limitations.

Choose an item. **Professional Interest.** Seeks information from professionals, reads journals/articles or participates in activities enhancing career development.

Choose an item. **Acceptance of Criticism.** Receives and uses suggestions to bring about positive changes in work habits.

Choose an item. **Personal Appearance.** Is consistent with the image of the organization.

Overall Evaluation (Check one)

1. A+ ☐ 2. A ☐ 3. B+ ☐ 4. B ☐ 5. C+ ☐ 6. C ☐ 7. D ☐ 8. F ☐

Open Comments (Optional) Please indicate any additional comments or suggestions you have for the student below.
Click here to enter text.

Notes to the University (Optional) Do you have any informational needs or comments for the faculty advisor regarding the intern or the internship program?
Click here to enter text.

Performance Review Feedback (Site supervisors are encouraged to discuss this evaluation with the student intern – please check which action has been taken)
This performance review has:
☐ – not been reviewed with the student
☐ – been verbally reviewed with the student Date of the review: Click here to enter a date.
☐ – been read and reviewed by the student Student's Initials: Click here to enter text. Date: Click here to enter a date.

Signature of Supervisor: Click here to enter text. Date: Click here to enter a date.