

Internship Advising Log for Communications: **Spring 2020**

(Name) _____ met with Hillary Homzie on (Date) _____

Email: _____ Phone: _____

List of “to do’s”

- 1) **Go to** the COMS internship section on the COMs website (<http://coms.sonoma.edu/internships>) and scroll down the page to download the agreement, contact and advising forms.
- 2) Have your onsite supervisor fill out their portion of the internship agreement form. Your supervisor must sign the agreement. **Be sure** that your internship supervisor fills out the agreement with specificity outlining what type of educational training will be provided.
- 3) Fill out your portion of the internship form and sign it. **Be sure** to check with your COMS advisor about how many units you plan on completing and for any other concerns regarding your internship units. Please write financial aid on the top of your contract, if you receive financial aid
- 4) Have the internship coordinator, *Hillary Homzie*, **check** and **sign** your internship form in person. The only way to register is through meeting with the internship coordinator. You cannot register online. This is a contract course.
- 5) **Turn in** the internship form once Hillary Homzie has signed it to *Shelly in the COMS office* **on or by the first priority registration (February 4)**. This will insure the registration of your internship units. Shelly will be responsible for obtaining the Department Chair’s and the Dean’s Signature. Your agreement will be then sent onto the scheduler who will get it registered for you.
- 6) After you have turned in your paperwork to Shelly, make sure that your units appear in your student portal. **This is your responsibility**. If they don’t appear within ten days of submitting, contact *Hillary* ASAP.
- 7) **You will not receive a grade** for your internship unless your supervisor **completes** both your internship performance evaluation surveys (midterm and final). Your midterm and final internship performance must be downloaded from Canvas and you must upload them to Canvas once your supervisor has completed them. You either have your supervisor fill them on the document and upload as a Word document, you can scan as a PDF or you can take a photo on your phone and upload it that way. **The midterm evaluation will be due March 23. The final evaluation will be due May 5.**
- 8) **You will not receive a grade** for your internship until you complete a **self-survey** (an email sent through Qualtrics). This will be sent out by **April 21** and be due on **May 5**.

I have read and fully understand everything on this form (signature) _____

** Please do not hesitate to contact Hillary or make an appointment to see her (Carson 51) if you have further questions. ** homzie@sonoma.edu