

JCOM 604 Internship Tracking Form

Instructions

1. Take this form to the SOJC faculty member who has agreed to serve as the instructor for your credit (typically your advisor). Your faculty advisor will review specific requirements with you. These may include (but aren't limited to):
 - Submission of details about the internship (ex. position description, number of hours).
 - Any completion requirements (ex. self-evaluation, employer evaluation, submission of portfolio materials).
2. Fill out the form. You and your faculty advisor must decide on the number of credits you will be earning. Thirty hours of work usually equals 1 credit hour. Be sure your faculty advisor signs the form.
3. Make a copy of the form for your records. Some employers may want a copy as well.
4. Return the form to sojcgrad@uoregon.edu or the Graduate Programs mailbox in Allen 219.
5. Make sure to register for JCOM 604 before the registration deadline. Please note you need to fill out the [SOJC Graduate Course Preauthorization Form](#) before you can register.

Student name

Student ID#

E-mail address

Phone #

Degree program

Internship company name
and location

Internship supervisor

Position title

Start/end dates

Term CRN

Number of credits

Faculty supervisor

Faculty e-mail

Requirements for completion

Student evaluation

Other:

Employer evaluation

Letter of recommendation from employer

Submission of portfolio materials

Student signature

Date

Faculty signature

Date