

**SUPERVISOR INFORMATION FORM**  
**JCM 381/382/383 Internship — Department of Journalism & Creative Media**  
**The University of Alabama**

**Information for supervisors**

- Only students who have been approved by the department will be eligible to do internships for credit. Your submission of this form is needed prior to approving credit.
- Supervisors agree to assign appropriate duties and provide professional supervision.
- Supervisors agree to ensure that the student works the minimum number of hours. (90+ hours for 1 credit, 180+ hours for 2 credits, 270+ hours for 3 credits)
- Supervisors agree to evaluate the student at the midpoint and at the close of the semester with a personal conference and by filling out the evaluation form and sending it directly to the appropriate internship coordinator in the Department of Journalism & Creative Media.

Student's Name \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Organization \_\_\_\_\_

Supervisor's phone number \_\_\_\_\_

Supervisor's Email address \_\_\_\_\_

Please briefly describe the internship at your organization. *(What responsibilities will the student be given? What type of supervision will you be providing? You may provide a separate sheet of paper with this information if you prefer.)*

**Supervisor's Certification**

By submitting this form, I certify that the student named above has been accepted for an internship with my organization; that I will provide necessary supervision and complete the required evaluations; and that the student will work a minimum of the following number of supervised hours at my organization: \_\_\_\_\_

(Internship providers may have different minimum requirements for their organization.)

The hours stated above are the minimum working hour requirements for 1, 2 or 3 academic credits)

**Please save and return this form to the appropriate internship coordinator via email:**

**News & Sports Media Internships**

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**Creative Media Internships**

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