COM295/296 Digital Media Production / Communications Internship Information Sheet

Student Information:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

Course: [ ] COM 295  [ ] COM 296

Semester Internship registered: [ ] Fall  [ ] Spring

Semester Internship to take place: [ ] Fall  [ ] Spring  [ ] Summer

Internship Hours: [ ] 120 hours  [ ] More then 120 hours ________ (how many?)

Work Site Information

Organization Name________________________________________________________

Department ______________________________________________________________

Address _________________________________________________________________

<table>
<thead>
<tr>
<th>Supervisor's Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
</table>

Supervisor's Position/Title____________________________________________________

Approximate Work Schedule (Day/Time) _______________________________________

_______________________________________

Start Date_______________ Expected Completion Date______________________

On the other side of this form, please provide a detail list of the Goals and Objectives of this position and the duties to be performed in meeting those goals. Supervisor and Student must sign
List: Goals and Objectives of this Internship:

Briefly describe duties to be performed:

______________________________  ________________________
Student Signature  Supervisor Signature

Instructor Initials  Date

Return form immediately to Richard Lenoce, Professor and Program Coordinator, Middlesex Community College, Middletown, CT 06457. Contact Info: proflenoce@snet.net, 860-343-5796