

DEPARTMENT OF MEDIA INTERNSHIP VERIFICATION FORM

The Department of Media has specific internship requirements which are explained in the Internship Guidelines. Read the guidelines carefully before proceeding.

I have carefully read the internship guidelines for the Department of Media. I understand the requirements and expectations. I accept responsibility for meeting all requirements and deadlines. I agree to uphold Boise State standards of student conduct.
I agree.

STUDENT INFORMATION

Student name: [Emma Johnson](#)

ID#: [110000000](#)

Student email: EmmaJohnson@u.boisestate.edu

10-digit phone number: [208-555-5555](#)

Cumulative GPA: [3.0](#)

Boise State GPA: [3.6](#)

Expected graduation date: [Spring 2025](#)

When will the proposed internship be completed? (ex: Spring 2024; Summer 2024; Fall 2024)

[Spring 2024](#)

Type of Internship: [Public Relations](#)

INTERNSHIP PROVIDER INFORMATION

Name of Organization: [XYZ Strategic Communications](#)

Address: [121 N. 125th Street](#)

City, State, Zip: [Boise, ID 83725](#)

Phone number: [208-555-1000](#)

Website: [XYZStratComm.com](#)

Year established: [2010](#)

Number of employees: [130](#)

Are you now, or have you previously been, employed by this organization? [No](#)

Proposed Internship Supervisor

Supervisor Name: [Jane Smith](#)

Position/Job Title: [Communications Director](#)

Years/months in position: [5 years](#)

Phone: [208-555-1001](#)

Work email: JSmith@XYZstratcomm.com

Internship Supervisor Qualifications

Degree: [BA Communication](#)

Year awarded: [2002](#)

Granting institution: [Idaho State University](#)

If the proposed supervisor has held the current position for fewer than 3 years, please provide the previous position(s) held that qualify them to oversee your internship. [N/A](#)

Has this person supervised interns in the past? [Yes](#)

Has this person supervised Boise State Department of Media students in the past? [No](#)

INTERNSHIP INFORMATION

Internships are extended learning opportunities. Therefore, they must include pre-determined educational goals. The suitability of a proposed internship will be evaluated based on how well the job duties support the desired learning outcomes, the depth and breadth of learning opportunities, and the student's documented preparation for completing the assigned tasks.

The internship title you enter will be recorded on your transcript and should indicate the type of internship you completed. For example, Social Media Intern or Video Post-production Intern. Do not use Media or Media Arts Internship, or PR Internship.

Internship title: [Social Media Intern](#)

Internship credits (45 hours devoted to internship duties = 1 credit): [3 credits](#)

Internship Duties (what you will be responsible for):

- [1\) managing clients' social media platforms](#)
- [2\) social media content research](#)
- [3\) uploading blogs to Wordpress sites](#)
- [4\) content management](#)

Learning outcomes (4 or more things you will learn by completing this internship):

[Learning outcome 1 - Managing multiple clients at once](#)

[Learning outcome 2 - Social Media Strategies and Search Engine Optimization \(SEO\)](#)

[Learning outcome 3 - Graphic Design and Wordpress tools \(Canva, Adobe\)](#)

[Learning outcome 4 - How to keep online content fresh and engaging](#)

[Additional learning outcome - Blog/Website Management](#)

Student Qualifications: Public Relations Internship

List the grade earned, semester, year, and instructor for each of the following courses: (ex: B, Fall 2023, Kang)

[PR 201 or PRO 300 - Introduction to Public Relations: PR 201, Spring 2023, B, Christine Moore](#)

PR 301 or PRO 303 - PR Campaign Strategies: Fall 2023, A, Christine Moore
Media 300/300L or PRO 304 - Media Writing or Writing Basics - Spring 2023, B, Isa Daud
PR 351 or PRO 322 - Media and Social Media Strategies - Fall 2023, A, Jefferson Spurlock
Other courses that have prepared you for this internship: MEDIA 113 - Blue House Agency,
JOUR 301 - Intro to Journalism

Provide a brief explanation of why you have selected this internship, how it supports your educational goals, and what makes you a good fit for the opportunity.

I selected this internship because it provides an opportunity to learn both social media tactics and the strategies behind them. It's also a great opportunity to gain some technical skills with different computer programs such as Wordpress and Adobe. I feel that my courses have prepared me to apply the skills I have gained to this internship. I plan on going into the field of public relations, so this internship will give me a solid background and necessary experience to launch my career.