

## Department of Communication Internship Contract

COMM 4890 \_\_\_ Fall  Spring \_\_\_ Summer \_\_\_\_\_ Year 1 2 ~~3~~ Credits

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Organization/Company: Weber County Elections

Organizational Address: 2380 Washington Blvd Suite #320 Ogden, Utah 84401

Supervisor's Name: Ricky Hatch, CPA Supervisory Position: County Clerk/Auditor

Supervisor's Telephone: 801.399.8400 Supervisor's Email: rhatch@co.weber.ut.us

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The following terms apply to the Department of Communication Internship Contract

1. All Weber State University Communication majors are required to complete an internship before they graduate. Internships allow an intern to work side by side with leading professionals in the field, gaining firsthand practical experience to refine what they have learned in the classroom. Internships also help improve professional skills. Duties and responsibilities of the internship should be determined jointly by the Intern and Organization to accomplish these objectives. The Internship is intended to be a substantive learning process for the Intern. Interns should not generally be assigned to do menial tasks but should be involved in substantive professional activities of the organization.
2. The Contract should indicate whether the Internship is paid, a stipend is provided, or it is unpaid.
  - a. If an internship is unpaid with or without a stipend it is intended by the parties that the intern is not an employee of the Organization and meets the six factor IRS test for unpaid interns as set forth in Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act. Unpaid internships without a stipend are generally limited to non-profit organizations.
  - b. If the internship offers a stipend it should be clearly indicated on the face of the Contract including the amount and the payment intervals.
  - c. If an internship is paid the intern should be listed as an employee of the organization and complete the usual employment forms.
3. If questions or concerns arise during an internship the Intern and Organization are encouraged to discuss the situation and attempt to resolve it jointly but if assistance is needed please contact Susan Hafen.
4. Work product produced by an Intern will be owned by the Intern. Intern grants the Organization an irrevocable, royalty-free, non-transferable, non-exclusive license to use, reproduce, distribute, publicly perform, and publicly display the work product for any Organization purpose.

5. This Agreement sets forth the terms of the internship between the identified Student and Organization. This Agreement may be supplemented in writing and signed by both parties. Weber State University is not a party to this Agreement and there are no understandings or agreements between Organization and Weber State University with regard to the internship. If Organization desires to contract with Weber State University it must directly contact Susan Hafen with a copy to Legal Counsel, Attn: Morris Haggerty, Assistant Attorney General, 3850 Dixon Parkway, Dept. 1001, Ogden, UT 84408-1001, (801) 626-7319, [morrishaggerty@weber.edu](mailto:morrishaggerty@weber.edu)
6. Internships may be conducted at student's current jobs, as long as the internship responsibilities are not a part of their regular job duties and include new, negotiated projects. The intern's supervisor should also be someone different from their regular supervisor to provide feedback on their projects. **Will this internship occur as an ongoing part- or full-time job? Yes \_\_\_\_\_ No X**  
**If yes, how are the internship responsibilities/projects different from your current job?**

**Objectives of Internship:** What do you hope to learn and be able to do?

- I hope to learn more about election/voting bills going through the Utah State Legislature in 2021. I want to see how groups such as the County Clerks Association deliberate merits of bills, come to an agreement of supporting/opposing bills, and take their opinions to the legislature to make the changes they want to see happen.

**Responsibilities of Internship.** Job responsibilities and duties applicable to your Communication major.

- Track bills regarding elections etc. coming up in Utah's legislative session
- Maintain spreadsheet of bills with sponsors, positions etc.
- Participate in weekly meeting discussion bills
- Organize data for internal reports

**Senior E-Portfolio Projects.** List ideas for internship projects that may be used in your senior e-portfolio to demonstrate your written, design, and creative skills. (See next page for examples of work responsibilities and projects, based on your communication concentration.)

- Research bills and write supportive/opposing opinions

Pay rate or Stipend: Stipend of \$300, billed by Weber State to Weber County, payable after completion of the internship

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After completing this form, submit it online within CANVAS, posted under Comm 4890 Assignments, for approval of the Internship Coordinator.**

**Examples of Internship Responsibilities & Projects by Concentration**

In general, students should work on time-specific projects or in direct contact with the organization's customers, employees, or clientele. Internships should not be focused on clerical or warehouse duties. The purpose of the internship is to use skills and knowledge students have acquired in their course work, "try out" the career field, and create job portfolio items. The experience should be gained with professional people in the field who can give the students feedback on their internship work performance.

**Family/Interpersonal Communication**

- # parental education
- # youth counseling
- # recreation supervision
- # assisting lobbyists
- # working with mental health advisors
- # social organization intake
- # promoting organizational campaigns
- # assisting social workers
- # rape/abuse call center counselors

**Digital Media**

- # news
- # research marketing
- # newsroom library
- # commercial operation/traffic
- # programming
- # advertising/promotion
- # engineering
- # field reporting/remotes
- # community service
- # social media
- # weather
- # sports
- # on air
- # business affairs
- # sales
- # newswriter
- # production
- # graphics
- # editing

**Organizational Communication**

- # training presentations
- # training materials design
- # training program assessments
- # employee orientation procedures
- # employee policies comparison
- # workplace feedback tools
- # employee newsletters
- # organizational reports
- # job recruitment
- # focus groups
- # event coordination
- # facilitating employee meetings
- # internal and external websites
- # database management

**Public Relations & Advertising**

- # researching and writing
  - news releases
  - magazine articles
  - memorandums or proposals
  - public service announcements
- # photography
- # graphic design
- # customer service
- # sales
- # promotions and advertising campaigns
- # brochure and flyer creation
- # event coordination
- # websites and social media
- # convention assistance

**Journalism**

- # writing: news, online, radio, television, technical
- # information gathering
- # story assignments
- # web page development
- # research
- # fact checking
- # publishing
- # photography
- # graphics

- # advertising
- # production
- # meeting attendance
- # editing

## **Civic Advocacy**

*Assist law firms, lobbyists, campaign workers, government agencies, nonprofit organizations, etc., to:*

- # develop presentation materials
- # create/conduct workplace feedback tools
- # research community organizations and policies
- # research/write company historical data
- # create employee newsletters
- # organize employee/public event
- # participate in employee meetings
- # create/update/revise websites
- # organize data for internal reports
- # coordinate fund raising