



**School of Journalism  
and Mass Communication**  
UNIVERSITY OF WISCONSIN-MADISON

**J697 Internship Registration (1 credit) Application Form**

**Step 1: Student/Internship Information**

Name: \_\_\_\_\_

Major (s): \_\_\_\_\_ Year (*circle one*): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

Campus Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

ID#: \_\_\_\_\_

Internship (*circle one*): Paid / Unpaid Hourly Rate/Stipend (*If paid*): \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ Hours/week: \_\_\_\_\_

Are you working at the Internship Site (*circle one*)? Y / N Online/Virtual? Y / N

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Company Website: \_\_\_\_\_

On-site supervisor's name/title: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Intern Roles and Responsibilities (*or attach position description*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:** By signing this form, you are agreeing that the information above is correct.

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

On-site supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: Meet with Pam Garcia-Rivera** (please meet with Pam during her drop-in hours and/or schedule an appointment)

Internship Type (to be completed at appointment):

News/Print \_\_\_\_\_  
News/Broadcast \_\_\_\_\_  
Advertising \_\_\_\_\_  
Public Relations \_\_\_\_\_  
Government \_\_\_\_\_

Event Planning \_\_\_\_\_  
Web \_\_\_\_\_  
Non-Profit \_\_\_\_\_  
Social Media \_\_\_\_\_  
Other \_\_\_\_\_

Pam Garcia-Rivera signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3: Faculty/Student Academic Plan**

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Faculty Supervisor: \_\_\_\_\_

Faculty Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use:**

Authorization to Register (circle one): Y / N

If No, Reason Why? \_\_\_\_\_

Date Student Notified: \_\_\_\_\_

Date Student Registered: \_\_\_\_\_

Re-check registration (circle one): Y / N

Date: \_\_\_\_\_

Staff Notes

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