GREENLEE SCHOOL OF JOURNALISM AND COMMUNICATION

Professional Media Internship – Expectations for Organizations Utilizing Interns

The Greenlee School of Journalism and Communication appreciates businesses and organizations that select our students for valuable internship experiences. The internship experience provides businesses and organizations with skilled help and assistance. In exchange, our students are seeking real world experience, training, guidance and feedback in a learning-oriented environment. The following are expectations that the Greenlee School expects of organizations utilizing our student-interns.

A. Meaningful Educational Experience Statement
1. Provide a safe workplace and advise the student-intern of any hazards associated with the workplace.
2. Provide any training, guidance and feedback necessary for a safe and meaningful internship experience.
3. Provide work experiences with proper supervision and guidance that are compatible with the student’s coursework and employment goals. It is expected that interns will be given entry-level professional work. Strictly menial and clerical work such as answering phones, filing, stuffing envelopes, cleaning, moving equipment, etc., should be kept to an absolute minimum. (Note: For-profit organizations that do not pay their interns should seek legal guidance to ensure that they are in compliance with the Fair Labor Standards Act.)
4. Reimburse the student for any work-related travel or expenses incurred other than to and from work.
5. Provide an evaluation of the student-intern’s performance in the position.

B. Non-Discrimination & Anti-Harassment Statement
1. Internship experiences are extended with the understanding that professional employment practices will be followed. Compliance with federal, state, and local laws, as well as Iowa State University’s policy is a prerequisite for student internships and the university reserves the right to suspend services without notice if it determines, in its own discretion, that such standards are not being met. Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by university policy or applicable local, state, or federal law.
2. Iowa State University is also committed to assuring that its programs are free from prohibited sexual harassment and sexual misconduct as defined by applicable local, state, or federal law and in accordance with Iowa State University policy. The university reserves the right to suspend services without notice if it determines, in its own discretion, that a student or students are being subjected to sexual harassment and/or that your company has failed to take prompt remedial measures in response to allegations of sexual harassment and/or sexual misconduct. (To read the university policy in full please go to www.policy.iastate.edu/policy/discrimination/.)

My organization understands and agrees to the statements set forth above.

Date: _____________ Organization: _________________________________________________________
Organizational Representative Name: ______________________ Signature ________________________

Note: A copy of this form should be shared with every person in your organization supervising Greenlee School interns.