

# CDES Internship Enrollment Form and Employer Verification

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

- Important!**
- Provide all information requested below.
  - Return this form to MADT Department within the first two weeks of the semester
  - Students without this form on file in the MADT office will not receive internship units

1. Indicate internship term  
(e.g. Spring 2024) \_\_\_\_\_

2. Name of direct supervisor at place  
of work \_\_\_\_\_

3. Supervisor phone number \_\_\_\_\_

4. Supervisor email \_\_\_\_\_

5. Name and address of  
company/organization \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6. Circle number of units desired

1 Unit	2 Units	3 Units	4 Units	5 Units	6 Units
50 hrs	100 hrs	150 hrs	200 hrs	250 hrs	300 hrs

One unit requires 60 hours of work

7. List intern duties

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Student Signature

I agree to complete all internship requirements as outlined in Blackboard Learn.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Employer Verification of Internship

Department of Communication Design at CSU, Chico  
CDES Internship Coordinator: Prof. Tom Welsh (twelsh@csuchico.edu)

The Department of Communication Design at CSU, Chico seeks to ensure that students enjoy high quality internship experiences that further their academic and professional careers. As an employer, your participation in this effort is critical.

Please verify that the internship you are offering meets the expectations below, by checking each box. Upon completion of an internship, each student provides an assessment of the experience to department faculty. Internships do not meet the expectations listed below may be discontinued.

	Yes
1. The intern will perform tasks that reflect the his/her area of interest (e.g. print-based graphic design, video production, UI/UX, web design, etc.)	<input type="checkbox"/>
2. The intern will perform tasks under the direction of a supervisor with expertise in the intern's field.	<input type="checkbox"/>
3. The supervisor will serve as a mentor to the intern, offering professional feedback, advice, and support.	<input type="checkbox"/>
4. The employer will ensure that the intern works the appropriate number of relative to the unit requirement of the internship (1 unit for each 60 hours of work).	<input type="checkbox"/>

## Signatures

Organization/Business Name: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_