



## College of Technology Checklist of Deliverables

This checklist is for your reference only. It does not need to be submitted to the Internship Coordinator.

### **Prior to Registration:**

- Secure an internship position pertinent to your major at a company
- Learning Contract signed by internship supervisor
- One-page Goals Statement
- Submit Learning Contract & Goals Statement to your coordinator

### **Due to your coordinator upon completion of the internship:**

- Daily journal documenting activities on-the-job, work done each day and hours worked
- Internship report documenting:
  - Final summary of the experience
  - Company background information (type, size, location, employees, etc.)
  - List of course objectives and how they were met
- Submit daily journal & internship report to your coordinator
- Verify your Internship Supervisor has mailed your completed Supervisor Evaluation Form with Rubric to your Internship Supervisor

<b>If your Program is...</b>	<b>Then your coordinator is...</b>	<b>Email</b>
Media Design	Susan Gregg	Susan.L.Gregg@wilmu.edu
Studio Production	Geoffrey Olive	Geoffrey.C.Olive@wilmu.edu
IRM	Ed Guthrie	Edward.L.Guthrie@wilmu.edu
WIS	Mark Hufe	Mark.J.Hufe@wilmu.edu



# College of Technology Internship Learning Contract

This form must be submitted to the Internship Coordinator prior to registration.  
Approval for registration will not be granted until this form has been received and verified.

Student Name: _____	Major: _____	
Student ID: <u>W00000</u> _____	E-mail: _____	
Home # _____	Cell # _____	Work # _____
Intern Position Title _____	Company _____	
Supervisor Name/Title _____		
Supervisor # _____	E-mail _____	
Business Street Address _____		
City _____	State _____	Zip _____
Dates of Internship: <u>from</u> / / <u>to</u> / / _____	Hours per week: _____	
Brief Description of Duties & Responsibilities during Internship: _____		
_____		
_____		
<b>Goal Statement:</b>		
Attach a one-page statement that describes what you expect to accomplish during this Internship. Your statement should include what you expect to happen and what you expect to learn.		
_____	_____	
Student Signature	Date	
_____	_____	
Internship Supervisor Signature	Date	

<i>For College Use Only – Do Not Complete</i>	<i>Credits</i> <u>3</u> _____
Course ID _____	Internship Coordinator _____
_____	_____
Internship Coordinator Signature	Date



## Internship Work Log continued...

Date	Hours Scheduled	Hours Worked	Running Total
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
<b>Cumulative Total Hours:</b>			

Supervisor to sign below when 90 hours are completed.

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

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Having trouble finding an internship?** Check out this list of companies which students have completed internships at in the past. If you still need help, send an email to the College of Technology at [CoT@wilmu.edu](mailto:CoT@wilmu.edu) and we will assist in finding you an internship.

### Web Information Systems

Company	Contact	Address	Phone Number	Email
Wilmington University College of Technology	Scott Shaw	320 N. DuPont Hwy, New Castle, DE 19720	302-356-6987	<a href="mailto:Scott.R.Shaw@wilmu.edu">Scott.R.Shaw@wilmu.edu</a>
Wilmington University Distance Learning Dept.	Adam Voyton	47 Reads Way New Castle, DE 19720	302-356-6977	<a href="mailto:Adam.C.Voyton@wilmu.edu">Adam.C.Voyton@wilmu.edu</a>
WHO?MAG Multimedia, LLC	Robert Schwartz	WHO?MAG Multimedia LLC P.O. Box 8565 Cherry Hill, NJ 08002	?	<a href="mailto:rob@whomag.net">rob@whomag.net</a>
WDEL Talk Radio	Rick Jensen	2727 Shipley Rd., PO Box 7492, Wilmington, DE 19803	302-478-2700	<a href="http://www.delmarvabroadcasting.com/interns.php">www.delmarvabroadcasting.com/interns.php</a>
M19 MEDIA	Franklin Parrish	2100 Lancaster, Studio 3, Wilmington, DE 19805	302.229.7070	<a href="mailto:parrish@m19media.com">parrish@m19media.com</a>
TNT Video & Multimedia	Dave Tiberi	101 W. Ayre St. Wilmington, DE 19804	302- 994-3040	<a href="mailto:dtiberi@tntvideo.com">dtiberi@tntvideo.com</a>

### Studio Production

Company	Contact	Address	Phone Number	Email
Allied Pixel	(610) 892-7970	604 E. Baltimore Pike Media, PA 19063	<a href="http://www.alliedpixel.com/contact/internships.htm">http://www.alliedpixel.com/contact/internships.htm</a>	
TNT Video & Multimedia	Dave Tiberi	101 W. Ayre St. Wilmington, DE 19804	302- 994-3040	<a href="mailto:dtiberi@tntvideo.com">dtiberi@tntvideo.com</a>
The Elizabeth House	Reverend Butler	323 Maple Avenue Wilmington, DE 19804	(302) 384-8884	<a href="mailto:revmbutler@theelizabethhouse.org">revmbutler@theelizabethhouse.org</a>
WHO?MAG Multimedia, LLC	Robert Schwartz	P.O. Box 8565 Cherry Hill, NJ 08002	?	<a href="mailto:rob@whomag.net">rob@whomag.net</a>
Wilmington University's Public Relations Dept.	Jacque Varsalona	320 N. DuPont Hwy, New Castle, DE 19720	302-295-1168	<a href="mailto:Jacque.R.Varsalona@wilmu.edu">Jacque.R.Varsalona@wilmu.edu</a>
The River 94.7	Ryan Kennedy	3001 Philadelphia Pike Claymont, DE 19703	302-395-9800	
Youth in Sports	Geoff Olive	320 N. DuPont Hwy, New Castle, DE 19720	302-356-6871	<a href="mailto:Geoffrey.C.Olive@wilmu.edu">Geoffrey.C.Olive@wilmu.edu</a>
QVC	Matt Fischer	1200 Wilson Drive, West Chester, PA 19380	302-229-3402	<a href="mailto:matthew_j_fischer@qvc.com">matthew_j_fischer@qvc.com</a>
WSTW	Nathalie Antonov	DelMarva BroadCasting, 2727 Shipley Road, Wilmington, DE 19810	302-562-9722	<a href="mailto:nathlie@dbcl.com">nathlie@dbcl.com</a>
Kiss 101.7	Allison Scossel	704 King Street, Suite 604, Wilmington, DE 19801	302-622-8895	?
Faithful Friends, Inc.	Shannon O'Neill	12 Gerday Drive, Wilmington, DE 19804	302-427-8514x5	<a href="mailto:Shannon@faithfulfriends.us">Shannon@faithfulfriends.us</a>
Creative Media Group	Ric Edevane	1813 Marsh Road, Suite H, Wilmington, DE 19810	302-475-4700	<a href="mailto:ric@cmg-de.com">ric@cmg-de.com</a>
Delaware Independent Filmmakers (DIF)	Scott Shaw	320 N. DuPont Hwy, New Castle, DE 19720	302-356-6987	<a href="mailto:Scott.R.Shaw@wilmu.edu">Scott.R.Shaw@wilmu.edu</a>
MTV		New York, NY	<a href="http://www.mtvnetworkscareers.com/internships/">http://www.mtvnetworkscareers.com/internships/</a>	

### Photography

Company	Contact	Address	Phone Number	Email
The News Journal	Naomi Halpern	950 West Basin Rd. New Castle, DE 19720	302-324-2837	<a href="mailto:Nhalperin@delawareonline.com">Nhalperin@delawareonline.com</a>
Nemours / Alfred I. duPont Hospital For Children	Cynthia J. Brodoway / Medical Photography	P.O. Box 269 Wilmington, DE 19899	(302) 651-5780	<a href="mailto:cbrodowa@nemours.org">cbrodowa@nemours.org</a>
Out & About Magazine	Joy Smoker	307 A St. Wilmington, DE 19801	302.655.6483	<a href="mailto:jsmoker@tsnpub.com">jsmoker@tsnpub.com</a>
The Elizabeth House	Reverend Butler	323 Maple Avenue Wilmington, DE 19804	(302) 384-8884	<a href="mailto:revmbutler@theelizabethhouse.org">revmbutler@theelizabethhouse.org</a>
Picture That	Corey Burris	118 W. 21st St, Wilmington, DE 19802	302-685-0521	<a href="mailto:picturethatfilms@aol.com">picturethatfilms@aol.com</a>
Bryan Smith Photography	Bryan Smith	8470-C Remington Ave., Pennsauken, NJ 08110	?	<a href="mailto:bryan@bryansmithphotography.com">bryan@bryansmithphotography.com</a>
Newark Post	Ryan Kennedy	218 E. Main Street, Newark, DE 19711	302-737-0724	<a href="http://www.newarkpostonline.com/">http://www.newarkpostonline.com/</a>
Cainimages.com	Bill Cain	PO Box 479 Jamison, PA 18929	215.802.1965	<a href="mailto:bill@photodx.com">bill@photodx.com</a>
Katie Sheridan Photography, LLC	Katie Sheridan	879 Broadfield Drive, Newark, DE 19713	302-598-2679	<a href="mailto:ksheridanphoto@aol.com">ksheridanphoto@aol.com</a>

**Multimedia**

Company	Contact	Address	Phone Number	Email
ANRO Inc.	Michael Pilotti	931 S. Mattlack St., West Chester, PA 19382	800-355-2676	<a href="mailto:mpilotti@anro.com">mpilotti@anro.com</a>
Bully! Entertainment	Steve	1121 Marshall Street, Baltimore, MD 21230	(410) 685-2855	<a href="mailto:steve@bullyentertainment.com">steve@bullyentertainment.com</a>
Looking Glass Media	Kenn Koubek	137 West Savannah Dr., Bear, DE 19701	302-365-6679	<a href="mailto:kenn@lookingglassmediainc.com">kenn@lookingglassmediainc.com</a>
JrockRevolution.com	Ali Watson	12012 Wilshire Blvd., Ste 200, Los Angeles, CA 90025	720-338-8322	<a href="mailto:ali@jrockrevolution.com">ali@jrockrevolution.com</a>
76ers New Media	Nick Gesacion	3601 S. Broad St.	302-494-2406	<a href="mailto:ngesacion@comcast-spectacor.com">ngesacion@comcast-spectacor.com</a>
The Elizabeth House	Reverend Butler	323 Maple Avenue Wilmington, DE 19804	302-384-8884	<a href="mailto:revmbutler@theelizabethhouse.org">revmbutler@theelizabethhouse.org</a>
Delaware Today Magazine	Rebecca Carlett	3301 Lancaster Pike, Suite 5C, Wilmington, DE 19805	302-504-1336	<a href="mailto:Rcorlett@delawaretoday.com">Rcorlett@delawaretoday.com</a>
WHO?MAG Multimedia, LLC	Robert Schwartz	Cherry Hill , NJ 08002-0565	?	<a href="mailto:rob@whomag.net">rob@whomag.net</a>
Wilmington University's Distance Learning Dept..	Adam Voyton	320 N. DuPont Highway New Castle, DE 19720	302-356-6977	<a href="mailto:Adam.c.voyton@wilmu.edu">Adam.c.voyton@wilmu.edu</a>
Giant Splash Media	Scott McConnell	1813 Marsh Road, Wilmington, DE	302-893-1744	<a href="mailto:scott@mcconnellgraphics.com">scott@mcconnellgraphics.com</a>
Alpha Graphics	?	4445 Concord Pike Wilmington, DE 19803	(302) 477-1884	?
Delaware Independent Filmmakers (DIF)	Scott Shaw	320 N. DuPont Hwy, New Castle, DE 19720	302-356-6987	<a href="mailto:Scott.R.Shaw@wilmu.edu">Scott.R.Shaw@wilmu.edu</a>
BGI Solutions	?	4142 Ogletown-Stanton Rd, Ste 122, Newark, DE 19713	877-478-5158	<a href="mailto:support@bgisolutions.com">support@bgisolutions.com</a>
Delaware Center of Contemporary Arts	Amy Berlin	200 S. Madison Wilmington , DE 19801	302-656-6466	<a href="mailto:aberlin@thedcca.org">aberlin@thedcca.org</a>
Delaware Art Museum	Candice Kearns	2301 Kentmere Parkway, Wilmington, DE 19806	302-351-8559	<a href="mailto:ckearns@delart.org">ckearns@delart.org</a>
Teleduction	Elizabeth Lockman	305 A. Street Wilmington, DE 19801	302-421-9936	<a href="mailto:elizabeth@heartsandmindsfilm.org">elizabeth@heartsandmindsfilm.org</a>