

**DEPARTMENT OF COMMUNICATION
INTERNSHIP INFORMATION AND PROCEDURES**

COMM 690 Internship in Applied Communication

An internship is taken in conjunction with a professional supervisor, in a journalism, public relations, advertising, print, or broadcasting setting. The student works in a departmentally approved program under the direction of an approved supervisor. Approval by the department for both the student and organization must be given before the internship begins.

CREDIT HOURS AVAILABLE FOR INTERNSHIP

Fall/Spring Internship (3 hours credit)

COMM 690—13 work hours per week

*A student may complete an internship in less than the 16 weeks allowed per semester as long as they work 208 total hours.

Summer Internship (3 hours credit)

COMM 690—26 work hours per week

*The summer internship hours are based on an 8-week period. If the student plans to complete the internship during one of the summer sessions (4 weeks), the total number of hours per week is **doubled**.

Procedure for Internship

1. Plans for an internship should begin early in the student's academic career. They should take the appropriate courses to prepare for the internship to be taken between their junior and senior years or early during the senior year. Internship proposed for the final term of the senior year should be approved only in unusual circumstances.
2. The student writes or telephones for an appointment with the organization contact to discuss the internship responsibilities. Students should never call on any prospective intern supervisor without making an appointment and without clearance from the faculty advisor.
3. If the organization contact approves the student and they mutually agree upon the TIME, PLACE and DUTIES for the internship, the student then confirms this information with the faculty advisor.
4. The complete description of the assignments of the internship represents requirements for the internship. These agreed upon duties are expected to be fulfilled by the intern. If duties CANNOT be performed, the faculty advisor will recommend adjustments that conform to the type of internship. At times, with the mutual agreement of the student, supervisor and faculty advisor, tasks could be assigned which might INCREASE the workload so that duties continue to be appropriate to the goals of the internship. If duties as agreed upon or adjusted are not performed, grade reductions may be expected.

5. At the end of each calendar week, the student must send a report to the faculty advisor containing a work log of duties performed during the week and, if applicable, copies of written or other work produced (see attached form). These reports will provide a basis for the course grade and will be retained for inclusion in the final report, which becomes property of the department. The student must correct professional deficiencies that are noted by either the advisor or supervisor during the internship period. The faculty advisor has the option of at least one "on site" conference with the supervisor during the internship. Telephone conferences will be maintained as necessary and summaries of all conversations will be kept by the faculty advisor for the student's file.
6. At the end of the internship period, the student writes a critique of the internship and his work, returning it to the faculty advisor (see attached form). If the student wishes, they may give the supervisor a copy. The faculty advisor will be responsible for contacting the students' supervisor confirming that the internship has been completed.
7. The student will receive credit for the internship only after the supervisor has completed the supervisor evaluation form and returned it to the faculty advisor (see attached form). The supervisor will be expected to evaluate the student on such factors as the student's attitude, conduct, skills and professionalism. The final grade will be based on reports, interviews, evaluations and the faculty advisor's assessment of the intern's overall professional performance.
8. . Upon receipt of the student's report and the supervisor's evaluation, the faculty advisor will forward the grade to the registrar. If, for some reason, all paperwork assigned to the student and/or the supervisor's evaluation form is not turned in before grades are due, the faculty advisor will turn in a grade of "Incomplete".
9. The student is expected to treat the internship as though it were a job situation and to perform in accordance with professional standards.

Student Intern

Supervisor

Faculty Advisor

INTERN SUPERVISOR EVALUATION REPORT

Intern Supervisor: Please complete this evaluation report on the work this student has done for you in fulfillment of the internship. Thank you for your cooperation.

Name of Intern _____

Firm _____

Supervisor _____

Circle, on the scale below, your evaluation of the intern on the traits listed as well as any additional comments.

Rating Scale: 1-Outstanding 2-Very Good 3-Average 4-Mediocre 5-Poor

Character 1 2 3 4 5 Not applicable

Dependability 1 2 3 4 5 Not applicable

Creativity 1 2 3 4 5 Not applicable

Comments:

Initiative 1 2 3 4 5 Not applicable

Appearance 1 2 3 4 5 Not applicable

Emotional Stability/Maturity 1 2 3 4 5 Not applicable

Comments:

Communication Skills 1 2 3 4 5 Not applicable

Professional Skills 1 2 3 4 5 Not applicable

Organizational Skills 1 2 3 4 5 Not applicable

Comments:

INTERN SUPERVISOR EVALUATION REPORT cont'd

Accuracy 1 2 3 4 5 Not applicable

Resourcefulness 1 2 3 4 5 Not applicable

Willingness to learn 1 2 3 4 5 Not applicable

Comments:

Ability to work with others 1 2 3 4 5 Not applicable

Ability to complete tasks on time 1 2 3 4 5 Not applicable

Ability to work under deadline 1 2 3 4 5 Not applicable

Acceptance of criticism 1 2 3 4 5 Not applicable

Comments:

Hypothetically, if you had the resources, would you hire this student? YES NO
(Please explain why)

INTERNSHIP FINAL REPORT

(To be completed by student & returned to Instructor)

Did your supervisor(s) provide you with learning opportunities OR make an effort to train you? Explain below.

Do you feel satisfied with the variety and nature of experiences you acquired during your internship? Explain below.

Would you recommend this company for future internships? Explain below.

*On a separate page, type a 2-4 page report outlining what you learned during this internship.

WEEKLY INTERNSHIP REPORT Week ending _____

Student's Name _____

Supervisor's Name _____

Organization _____

Hours worked: *Sunday* _____ *Monday* _____ *Tuesday* _____

Wednesday _____ *Thursday* _____ *Friday* _____ *Saturday* _____

Comments regarding work performed and observations:

Student's Signature _____ Date _____