

COMMUNICATION STUDIES INTERNSHIP APPLICATION

The purpose of Communication Study internships is to provide students with the opportunity to work in a career-related professional environment for academic credit. Successful completion of the internship is based upon two basic conditions. The first condition is that the student brings to an organization the expertise and abilities necessary for a particular internship this includes strong academic success and sufficient course work in communication studies. The second basic condition is that the sponsoring organization provide the student the kind of professional experience that will allow students to apply the theories, concepts, and skills acquired in the classroom. Application procedures are designed to insure that these two basic conditions are met.

There are three major factors used in the evaluation of the internship: 1. evaluation of the student's performance by the on-site internship supervisor, 2. submission of a daily journal which describes the activities the student participated in each day, 3. a research paper in which the interns apply the theories and concepts learned in their communication courses to analysis of the organization and the various activities the intern participated in.

PROCEDURES

1. Students, in consultation with their advisor, should determine the appropriateness and advisability of participating in an internship. This includes an initial discussion of the specific organization with which the students intends to intern. The advisor should provide the student with some sense of whether the proposed internship experience falls within the Communication Studies internship guidelines
2. Each student is responsible for identifying the intern opportunity and organization. Prior to engaging in the internship, the intern should (1) have an interview with a representative of the sponsoring organization, and (2) work out an agreement with the sponsoring organization, specifying duties, expected learning experiences, hours, etc. which must be signed by the intern and the work supervisor (agreement form attached).
3. Complete applications must be submitted the week before pre-registration begins for the term in which the student wishes to intern.
4. The Communication Studies Faculty will review and evaluate the applications.
5. Upon approval of an application, a faculty member will be assigned to act as the intern coordinator with each student.
6. Any questions, issues, or problems that need to be addressed before, during, or after the internship should be directed to the assigned faculty intern coordinator.
7. Upon completion of the internship:
 - a: The student will arrange for on-site supervisor evaluation to be sent directly to the faculty intern coordinator.
 - b. The student will submit the journal and research paper to the faculty intern coordinator.

c. The Communication Studies faculty will review and evaluate collectively the materials submitted by each intern and determine the final assigned grade.

Communication Studies Internship Grade Policy

The grade for internships is based upon three elements: 1) evaluation by the on-site internship coordinator or job supervisor, 2) a daily log that tracks relevant daily communication activity, and 3) a course specific conceptually based analysis of the internship.

1. Students will arrange toward the end of their internships to have an evaluation of their performance made by the on-site coordinator or work supervisor. This evaluation is to be sent directly to the assigned faculty internship coordinator. This evaluation can either use a form provided by the faculty coordinator, a form used by the intern organization, or a general letter of assessment.

2. A daily log should be kept that details the day's activities as they relate to various communication concepts or theories. The level of detail needs to be sufficient to allow students with enough information on which to base the internship paper. This log will serve as the data on which the internship paper is written. This log will be submitted along with the final internship paper.

3. **Internship paper:** This is the major component on which the grade for the internship is determined. This is an academically rigorous paper in which three specific concepts or theories from different Communication Studies courses (3 different courses) are applied to an analysis of the internship experience. These concepts/theories need to be adequately explained with references to appropriate course texts, lectures, or other material. These concepts/theories are then to be used to analyze the internship experience incorporating specific examples from your internship to illustrate each concept/theory. You are to use APA (4th edition) referencing guidelines. All direct quotes should be in quotation marks with a cited page number.

The paper will be graded according the following criteria:

- A. Completeness of the response (includes three concepts/theories from different courses).
- B. Accuracy in the use and understanding of the concepts/theories.
- C. Adequate use of relevant supportive material from texts, class lectures, or other course materials.
- D. Appropriate application of concepts/theories to an analysis of specific internship experiences.
- E. Adequate explanation of the concepts and experiences.
- F. Writing quality, including grammar and appropriate use of APA referencing (4th edition).

4. Submission of log and internship paper. These materials should be submitted as soon as possible following completion of the on-site activity. The specific date for submitted the materials is to be made in consultation with the assigned faculty internship coordinator. Materials will be reviewed by three faculty members (generally those from whom the course material is being used in the analysis). The final grade will be based upon the evaluation of these three faculty members.

Internship Credits

--Four hundred hours of on-site activity or work is expected for three hours of credit. This is equivalent to ten weeks of a full time job (40 hours/week). The number of credits will be proportionally adjusted for internships of less than 400 hours.

--Three credits is the most that can be obtained for any given single internship experience.

--To acquire more than three hours of internship credit requires participation in two different internship experiences.

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Name: _____ Date: _____

S.S. #: _____ Expected Date of Graduation: _____

Permanent Address: _____

Permanent Telephone #: _____

Current Address: _____

Current Telephone #: _____

Address During Internship: _____

Telephone # During Internship: _____

Total Earned Credit Hours: _____ Earned Credit Hours in ComSt Courses _____

Overall GPA: _____ GPA in Major: _____

Semester & year for which you desire an internship: _____

Kind of internship you desire: _____

Sponsoring Agency/Organization (If known): _____

Address: _____

Telephone: _____

Supervisor (include title): _____

Proposed Activities: _____

Permission of Academic Advisor: _____

Signature

Date

Approved by Communication Studies Faculty: _____

Signature/Date

Signature/Date

Signature/Date

Signature/Date

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EXPERIENCE

1. Courses taken that are relevant to the proposed internship (not restricted to Communication Studies & Communication, but Communication courses should be listed first):

<u>COURSE #</u>	<u>TITLE & DEPARTMENT</u>	<u>GRADE</u>	<u>WHEN COMPLETED</u>
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2. PROFESSIONAL EXPERIENCE & POSITIONS (list all jobs held, PLUS offices held and functions performed in service and social organization). For each position listed, describe responsibilities/duties performed.

3. SKILLS POSSESSED THAT ARE RELATED TO THE PROPOSED INTERNSHIP. List below those skills that you possess already that are related to performing the duties involved in the proposed internship.

SKILL

EXPERIENCE AND BACKGROUND

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INTERNSHIP AGREEMENT

NAME OF INTERN: _____

INTERNSHIP TITLE: _____

SPONSORING ORGANIZATION: _____

NAME OF SUPERVISOR: _____

JOB DESCRIPTION (including specific duties the intern will perform):

RESPONSIBILITIES OF THE INTERN TO THE SPONSORING ORGANIZATION (learning objectives):

RESPONSIBILITIES OF THE SPONSORING ORGANIZATION TO THE INTERN:

METHOD OF EVALUATION: (Required-Supervisor Assessment, daily log, and application paper).
Provide a preliminary statement of what material from your Communication Studies courses you expect to be typical to and analysis of your internship experience.