
Internship director: Dr. Betsy Alderman	Co-director: Dr. Charlene Simmons
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I. Course Description

Working experience in a professional situation. Every semester. *Prerequisites: Senior standing and approval of the departmental faculty in the semester preceding enrollment.*

II. General Goals of the Course

The overall objective of the internship is to provide students with practical professional experience prior to graduation. This experience may be in print or broadcast journalism, in public relations, marketing or advertising or other professional media situations. Experience is gained in a professional setting agreed upon by the intern and the faculty internship director. In addition, the internship should allow the student to put into practice the various skills learned in other communication courses.

III. Requisites for the Course

To enroll in Comm. 485, you must apply the semester prior to enrolling in the internship. The Communication Department faculty reviews applications. Approval is based upon specific criteria set forth by the faculty.

IV. Course Materials

A. Forms and reports

You will complete a variety of forms and reports throughout the internship. Forms are available on Blackboard in various folders. These forms will be explained in class.

All work is to be of professional quality and **MUST BE** prepared on the computer using the forms.

B. Portfolio

You will be required to turn in a professional portfolio and/or resume tape or DVD at the end of your internship. Please invest in a good-quality leather portfolio that allows you to insert pages of your work. More on this later.

V. Course Procedures

• ALL interns will meet during the scheduled class time: Mondays, noon to 1 p.m. in Frist 203. Do not schedule other classes, internship work, or other commitments during this time. Students interning out-of-town must make arrangements with Dr. Alderman and Dr. Simmons prior to leaving.

• Interns are required to complete a minimum of 150 hours of supervised internship activities. This means you must be at the internship "job" not less than 150 hours throughout the semester period for which you are enrolled.

Prior to beginning the internship, the intern and the on-site supervisor will complete the "Internship Contract". This document states the duties, activities and conditions of the internship. The intern will also complete a "Job Description" form and an "Insurance Waiver" form. These three documents will be due within one week of beginning the internship.

• Each week (Mondays), the intern must submit a word-processed report on the weekly diary form of duties and activities performed the preceding week. This report will describe in detail what the intern did.

• Throughout the internship, interns should keep samples of all professional work. These should be organized into a portfolio and/or a resume tape or DVD.

• Time and distance permitting, the faculty internship directors will visit the intern and on-site supervisor on the job sometime during the internship.

• During the mid-term week or when about 75 hours are completed, the intern must submit a word-processed report of experiences to that point. Also at mid-term, the on-site supervisor will submit an evaluation.

• Upon completion of the internship (150 hours), the intern must submit a word-processed final report that reviews the entire internship. This report includes specific questions.

At the completion of the internship, the on-site supervisor will submit a final evaluation of the intern that includes a suggested letter grade.

• A completed portfolio and/or resume tape or DVD must be submitted by the last class day for the summer sessions, **Friday, Aug. 3.**

VI. Course Policies

A. Attendance

Interns are expected to attend all class sessions and turn in weekly, mid-term and final reports on time. The Monday meeting begins promptly. Please be on time! Late arrivals are disruptive.

In addition, interns are expected to work closely with the on-site supervisor and attend all scheduled work days or sessions. Please inform your supervisor of times you must be away from the internship.

B. Format for assignments

All assignments, reports and presentations, must be word processed on forms provided via email to each intern.

Because it is assumed students in this course plan for a future in professional communication, it is essential interns submit professional-quality report and other internship work. These will be placed in your permanent academic file in the Communication Department. Please spell check and re-read all documents before submitting them to the internship director.

Please treat this as a professional course and meet all deadlines for weekly diaries, midterm and final reports and the portfolio and/or resume tape.

VII. Grade Criteria

Your internship grade will be based on:

1. Mid-term and final evaluations by your on-site supervisor;
2. Weekly reports of activities on the job that you prepare;
3. Mid-term and final reports that you prepare;
4. Your portfolio and/or resume tape or DVD that should include all professional work done during the internship. You may also include in this portfolio and/or resume tape or DVD professional work from other communication courses or other jobs.