

# UTC COMM 4850 – Internship

## Portfolio Application Checklist

- Completed COMM 1010
- Completed COMM 2300
- Completed COMM 2310
- Completed or be enrolled in COMM 4510 or COMM 4200
- Completed or be enrolled in a minimum of 2 COMM Skills classes [upper division], including:
  - COMM 3330
  - COMM 3350
  - COMM 3370
  - COMM 3400
  - COMM 3450
  - COMM 3500
  - COMM 3610
  - COMM 3630
  - COMM 3660
  - COMM 3700
  - COMM 4350
  - COMM 4100
  - COMM 4450
  - COMM 4550
  - COMM 4700
- A minimum of a 2.0 GPA overall and in the Communication Department
- Completed COMM 4850 Internship Application (typed)
- Resume (typed)
- Career Goals
  - 200+ words typed
- Writing Samples (3 **required** **NO RESEARCH PAPERS**)
  - Sample 1
  - Sample 2
  - Sample 3
- Visual Samples (2 **required**)
  - Sample 1
  - Sample 2
- Audio Sample is optional*
  - Sample 1*
- Portfolio Binder Cover Sheet (optional)
- Description label of each content in the portfolio (typed)
- Protected cover sheets of each content in the portfolio