

CMST 494: Internship

Faculty Supervisor: Dr. Craig Engstrom | craigenstrom.ninja/contact

Objective

The objective of this supervised internship is to enable Communication Studies majors (all specializations) apply their knowledge in a professional setting. A student may earn 1-6 credit hours. Each credit hour requires 35 clock hours of work in the internship setting. Written verification (log) of the student's weekly hours is required in order to calculate the appropriate number of credit hours. The student will receive a pass/fail grade.

The student may personally arrange the internship (or check with the faculty supervisor for current internship information). After the faculty supervisor's approval, the internship supervisor must provide verification of acceptance (see attached form) to the faculty supervisor before the student can enroll.

Prerequisites: Communication Studies major and consent of instructor.

Requirements for the Internship

1. Turn in an acceptance letter from on-site internship supervisor + the form attached to these instructions. **These should be turned in for approval of the internship.**
2. During the internship, the student should record his/her weekly hours clearly in a log book. The on-site supervisor should sign this every week. **THIS RECORD IS NECESSARY TO CALCULATE THE APPROPRIATE NUMBER OF CREDITS FOR THIS COURSE.**
3. At the end of the internship, the on-site supervisor should provide the faculty supervisor with a letter describing the student's performance and accomplishments while in the internship setting. **THIS LETTER MUST BE INCLUDED IN THE PORTFOLIO.**
4. Upon completion of the internship, the student should submit to the faculty advisor a portfolio that includes 1) a 10-page (double spaced and typed) paper to the faculty supervisor, 2) log of signed hours, 3) samples of work completed during the internship (if Public Relations), and 4) a letter of evaluation from the on-site internship supervisor.
5. The paper should include:
 - A history of the organization where the student is interning.
 - The student's role during the internship (within the organization and within a specific unit).
 - A description, from a communication perspective, of the work completed by the student. How did this internship help you gain practical experience in your chosen Communication Studies specialization?
 - An analysis of the practical and applied benefits of this internship. Would you suggest this internship to fellow students? Why?
6. Samples of work should include communication/research materials the student prepared or helped prepare during the course of the internship, if such work was done.
7. **THE PORTFOLIO SHOULD BE TURNED IN TO THE SUPERVISING FACULTY AT LEAST ONE WEEK PRIOR TO THE END OF THE SEMESTER DURING WHICH THE STUDENT IS REGISTERED FOR CMST 494 CREDIT**

Note: The faculty advisor will keep this copy of the portfolio.

OVER

IMPORTANT

- Student must enroll for internship hours **before**, not after the internship is completed. Course credit cannot be earned for past internships.
- Students must behave professionally at the internship setting. If the student is fired from the internship, s/he will receive an F grade for the course.
- The portfolio must be turned in by the deadline for the semester (a week before the end of the semester). Failure to do so will result in an F grade.
- Students are encouraged to be creative and take initiative during the internship. Employers like proactive employees.
- In the case of PR internships, no credit can be earned for internships that do not qualify as public relations work. (In the past, students have tended to confuse sales work with PR).

CMST 494: INTERNSHIP
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FORM OF ACCEPTANCE

Please print or type.

NAME OF STUDENT _____

ID NUMBER _____

HOME ADDRESS _____

Home Telephone: _____ E-mail _____

NAME OF ORGANIZATION _____

NAME AND TITLE OF ON-SITE SUPERVISOR

INTERNSHIP POSITION TITLE FOR STUDENT

INTERNSHIP HOURS PER WEEK _____

TOTAL NUMBER OF WEEKS _____

INTERNSHIP ADDRESS _____

Telephone: _____ E-mail: _____ Fax: _____

Please describe, in sufficient detail, the nature of the internship and the student's specific responsibilities. How does this work relate to the student's major? ***Please type this information on organizational letterhead stationery and return the original to the faculty supervisor.***

Thank you for your time and for providing our students with a valuable learning experience.