

Communication Studies
COMM 492
Undergraduate Internship Process

Internships are an excellent opportunity for communication students to apply their acquired knowledge to a professional experience. Internships can be paid or unpaid positions with local, regional, national, or international organizations. Further, students who perform internships build valuable professional skills that will greatly enhance their professional prospects post-graduation. Below, the steps of the internship process are outlined.

1. Criteria for eligibility for an internship

- Must be a Communication Studies Major
- Must have completed 18 credits of required Communication Studies courses
- Must be a junior or senior
- Must have a 3.0 GPA in Communication Studies courses

2. Find an internship that is uniquely suited to your professional goals. Internships can be discovered in a number of ways. UNC's Career Services offer a number of internship options (see <http://www.unco.edu/careers/ExperientialLearning/Internships.html>). In addition, many internships are found via student's professional networking in their chosen field.
3. Fill out the internship application available on the Communication Studies Website (<http://www.unco.edu/commstudies/>). The form must be submitted at least two weeks prior to the first day of the semester the internship is completed.
4. Write a 2-3 page description of your internship job duties and how/why it emphasizes the practice of communication. Email the application form and attached job description to Jarae Fulton (Jarae.fulton@unco.edu) and copy it to the department chair, Dr. Soukup (Charles.soukup@unco.edu).
5. Get your job supervisor to complete the "Job Supervisor Approval Form" available on the Communication Studies Website. The "Job Supervisor Approval Form" should be emailed **by your job supervisor** to Jarae Fulton (jarae.fulton@unco.edu).
6. When all the materials have been received, Dr. Soukup and Jarae Fulton will decide if the internship is approved/disapproved. Jarae Fulton will email the decision of approval or disapproval. If approved, a seat will be opened via URSA allowing you to register for the internship credits. **Be sure to register for the correct number of credits.**

The number of credits for the internship is determined by the number of hours logged on the job. All work hours must be completed at least one week before the end of the semester. The credit-work hours ratios are:

50 hours = one credit
100 hours = two credits
150 hours = three credits
200 hours = four credits
250 hours = five credits
300 hours = six credits*

*Maximum of six semester credit hours may be counted toward the major.
Repeatable, maximum of ten credits.

Throughout the student's on-the-job experience, students will submit reports describing their work experiences. Reports are submitted via canvas and due dates are listed in Canvas as well. The reports should also note any concerns or issues faced on the job. The reports should be approximately 100-200 words.

Before entering your internship, be sure to review the standards for professional conduct endorsed by UNC's Career Services located at http://www.ncda.org/pdf/code_of_ethicsmay-2007.pdf

Upon completion, all internships require a **final written report** from the student. The written report is based upon a journal that the student maintains during his/her internship chronicling the internship experience. In the paper, describe the nature of your work experiences, relevant communication theories and concepts that applied to these work experiences, and interesting outcomes from the work experience. The outcomes can be described (e.g., lessons learned) or attached as documents, photographs, Web links, etc. (e.g., designing a print advertisement or Webpage). The paper is due the Monday of the last week of classes (papers will not be accepted after this date). The length of the report corresponds to the number of credits.

One credit = 6 pages
Two credits = 7 pages
Three credits = 8 pages
Four credits = 10 pages
Five credits = 11 pages
Six credits = 12 pages

Finally, your job supervisor must evaluate your performance by filling out the "Job Performance Evaluation Form" available on the Communication Studies Website. The evaluation form should be emailed to Jarae Fulton (Jarae.fulton@unco.edu) **by the job supervisor.**

The final written report, biweekly email reports, and job supervisor evaluation will determine final grade of the internship. The grading scale for internships is:

92%-100% = A

90-91% = A-

88-89% = B+

82%-87% = B

80-81% = B-

78-79% = C+

72%-77% = C

70-71% = C-

68-69% = D+

62%-67% = D

60-61% = D-

59% and below = F

Disability Statement: Students with disabilities: Any student requesting disability accommodation for this class must inform the instructor by giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Questions concerning the internship process should be directed to:

Jarae Fulton, Communication Studies Internship Coordinator

Jarae.fulton@unco.edu

970-351-2365