

Communication Studies Graduate 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 enrolled as a graduate student in the UNC communication studies MA program
 - Must have a 3.0 GPA in Communication Studies courses
2. Find an internship that is uniquely suited to your professional goals. The internship should offer opportunities for professional academic growth and development. 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 3-5 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 Dr. Soukup (charles.soukup@unco.edu) and copy it to the school director, Dr. Endres (Thomas.endres@unco.edu) and the coordinator of graduate studies, Dr. Keaten, (James.Keaten@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 Dr. Soukup (charles.soukup@unco.edu).
6. When all the materials have been received, Dr. Soukup, Dr. Keaten, and Dr. Endres will decide if the internship is approved/disapproved. Dr. Soukup 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:

100 hours = one credit
200 hours = two credits
300 hours = three credits*

*Hours may not be credited to 30 basic hours in communication graduate program. Repeatable, maximum of six credits.

Throughout the student's on-the-job experience, students should submit email reports to Dr. Soukup (charles.soukup@unco.edu) every two weeks describing their work experiences. The reports should also note any concerns or issues faced on the job. The bi-weekly reports should be approximately 200-300 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 = 10 pages
Two credits = 15 pages
Three credits = 20 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 Dr. Soukup (charles.soukup@unco.edu) **by the job supervisor.**

The final written report, the biweekly email updates, 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:
Dr. Charles Soukup, Communication Studies Internship Coordinator
charles.soukup@unco.edu
970-351-2059