

Permission for Internship Credit, COMM 4910 Communication Studies

Please fill out and return completed form to the advisor in 616 Caldwell.

Internship Requirements:

Please note: None of the requirements will be waived

A. The student must be a Communication Studies major with a minimum 3.0 GPA in Communication Studies courses and a minimum 2.8 cumulative GPA.

B. The student must have completed at least
1 COMM/SPCM course at the 1000- or 2000-level; and
Either COMM/SPCM 3300 OR COMM/SPCM 3700; and
One additional COMM course at the 3000-or 4000-level

C. The student must have a grade of C or better *in all major courses taken thus far*.

D. A *maximum* of 3 credit hours can be earned for a specific internship. If you elect to do a second internship with a different organization in a different semester, you may be eligible to receive 1-3 additional credit hours. A maximum of two internships can receive credit.

The first internship may count as an upper-division course towards the major. The second internship may count *only as upper-level elective hours*.

II. Requirements

A. The intern must make contact and confirm the assignment with the prospective organization.

B. Students are encouraged to consult with faculty to find an intern advisor. If the student is unsure as to who would be a good advisor for the intern, he or she should talk to the undergraduate advisor or undergraduate coordinator to find a faculty intern advisor.

Internship credit is granted at the discretion of the supervising professor; it is not a student entitlement and is not automatically granted upon request. The student must present their supervising professor with their one page summary and the internship credit form. Once the professor has signed the form this signifies that the student has been granted permission to receive credit and the number of credit hours for which the student may register.

C. The student must prepare a purpose statement, projected work program and proposed work hours of at least one typed page to present to the supervising professor and the undergraduate advisor, which must be handed in with the permission for internship credit form.

D. Interns are expected to work a minimum of 150 hours per semester to receive 3 credit hours. This equates to a *minimum of* 10 hours a week over a 15 week semester.

E. The intern must keep a daily log or journal. This may run from two paragraphs to two pages per entry. The first half of this assignment should be turned in at the midpoint of the semester in which the intern is working. The other half of the assignment should be turned in at the end of the internship.

F. A minimum 15-20 page paper must be submitted at the end of the internship involving related readings in theory and research. The student is encouraged to include with the final paper any examples of work materials to which he/she has contributed.

G. The intern's supervisor at the internship must submit a letter thoroughly evaluating the intern's performance to the faculty intern supervisor AND the undergraduate advisor by the end of the semester/internship duration for the student to receive a grade.

To be completed by Student:

Permission for Internship Credit (COMM 4910)

Please fill out and return completed form to the advisor in 616 Caldwell.

Student's Name: _____

Student's email: _____

Student's 81#: _____

Organization: _____

Contact Person of Organization: _____

Contact Person's Telephone number: _____

Contact Person's Email address: _____

Semester and year for Internship Credit: _____

Permission to add to COMM 4910 (to be completed by professor):

Supervising Professor (please print): _____

Signature of Approval: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Eligibility (to be completed by Academic Advisor):

- Student is a Communication Studies Major YES/NO
- Communication Studies course work GPA of 3.0 YES/NO
- Cumulative GPA of 2.8 YES/NO
- Student has completed at least one COMM course at 1000- or 2000- level YES/NO
- Student has completed either COMM/SPCM 3300 or COMM/SPCM 3700 YES/NO
- Student has completed one additional COMM course at 3000- or 4000- level YES/NO
- Student has earned a "C" or better in all major courses thus far YES/NO

Advisor signature verifying student eligibility: _____

Please attach a description of the internship for our records.

Undergraduate Coordinator Initials:

Date: