Permission for COMM 4910: Internship in Communication Studies

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

What is COMM 4910?

This course enables Communication Studies majors to study and practice various forms of interpersonal and public communication in professional work settings. Students are not given course credit for completing the internship. They earn course credit by demonstrating insight into various processes of communication they have observed or participated in while on the job. This learning is primarily demonstrated in two ways: First, students keep a daily journal during their employment in which they observe the various communication patterns in this work environment and comment on how these behaviors can be illuminated by the concepts they have learned in their Communication Studies courses. Second, students must submit a 15-20 page report at the end of the semester that builds upon the insights gathered in their journals. Additional requirements are enumerated below.

Please note: None of the prerequisites will be waived

I. Prerequisites:

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 course at the 1000- or 2000-level; and
   Either COMM3300 OR COMM 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. A second internship may be undertaking for 1-3 additional hours with a different organization in a different semester but can only count as upper-level elective hours.

II. Requirements

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

B. The student must prepare a purpose statement of at least 250 words outlining the projected work program, proposed work hours, and relevance to communication study. This should be presented to the supervising professor and the undergraduate advisor, along with the permission for internship credit form.

C. Once the supervising professor has signed the form the student is granted permission to enroll in COMM 4910 for the number of credit hours indicated.

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 report 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 Communication Studies

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

Student’s Name/E-mail: ______________________________________________________

Student’s ID No: _____________________________________________________________

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: Thomas M. Lessl

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 your purpose statement for our records.

Undergraduate Coordinator Initials: Date