

## **Understanding The TCOM Internship**

### **TCOM 489**

The Department of Telecommunications requires that each student complete an internship before graduating in order to gain supervised, practical experience in a professional setting before entering the job market. As a TCOM major, you will complete a minimum of ONE credit hour (S/U) in *TCOM 489: Internship in Telecommunications*. The internship is a structured experience that must have demonstrated educational value. A professional supervisor will guide the student on the job, maintain appropriate contact with the TCOM Internship Coordinator, and provide a written evaluation of the student's work and learning achievements.

#### ***When should I do an internship?***

TCOM suggests that students do an internship after completion of their sophomore year, typically between a student's junior and senior year. But it's never too early to start thinking about your internship!

#### ***How do I find an internship that's right for me?***

First, think about what you want to do after graduation. What type of experience will be beneficial to your career goals? What contacts can you make before you graduate? Then research internship opportunities in your chosen field. Talk to your friends and other TCOM majors about their internship experience. Visit your Faculty Advisor and discuss your career objectives. Make an appointment with the TCOM Internship Coordinator to discuss ideas about appropriate internship opportunities. While TCOM does make some internship information available, it does NOT arrange internships for individual students. It is your responsibility to contact prospective internship employers and apply directly with them.

#### ***How do I actually register for my internship (TCOM 489)?***

Remember, you must obtain approval from the TCOM Internship Coordinator BEFORE you actually begin working at your internship job. After you've found an appropriate internship, the approval and registration process is fairly simple:

- 1) Fill out the purple "Application for Approval of Internship" form that you can get from the kiosk in 302 West Hall or online at: [www.bgsu.edu/departments/tcom/forms.html](http://www.bgsu.edu/departments/tcom/forms.html). Make sure you fill it out entirely, sign and date the back, and get your on-the-job Internship Supervisor's signature, as well. (If possible, it is a good idea to take this application form with you to your interview.) If you have difficulty getting your on-the-job Internship Supervisor to sign the form because s/he is out of the immediate area, let the TCOM Internship Coordinator know, and possibly an email confirmation will suffice in place of a signature.
- 2) On the "Application for Approval of Internship" form, make sure to indicate how many credit hours you want to receive, and in which semester you want to get those credits. Remember, 1 credit hour of TCOM 489 = 100 hours of internship work. You only need one internship credit hour to graduate, but you can take up to 6 credit hours over the course of your academic program.
- 3) Write a brief "objectives statement" indicating what you will be doing in the internship, and attach it to your "Application for Approval of Internship" form. It should be approximately ½ - 1 page in length.
- 4) After filling out the application form entirely and signing it on the back, submit it to the TCOM Internship Coordinator by placing it in the appropriate mailbox in 302 West Hall or faxing it to the attention of: Dr. Lori Liggett at (419) 372-0202. After the TCOM Internship Coordinator has approved your application, a School of Communication Studies secretary will register you for credit hours. Soon after, your registration will appear on MyBGSU. If it doesn't, please email the TCOM Internship Coordinator.

### ***How do I actually get credit for TCOM 489?***

You must complete your required number of work hours within the semester you are registered, unless you have received approval beforehand from the Internship Coordinator to do otherwise. Credit is usually earned in the semester of internship service, but may be granted in the following semester, especially if an internship extends over two semesters. Credit for summer internships may be granted in the following fall semester, unless the student is graduating during the summer. (Your required number of work hours is based on how many credit hours you registered for: 1 credit hour = 100 hours of work.) In order to receive credit (S/U), at the end of the semester you must submit an evaluation form filled-out by your on-the-job Internship Supervisor, and write a 3 - 5 page essay that describes your internship experience. The TCOM Internship Coordinator will provide you with due dates and details about the essay requirements. Emailed versions of your essay generally will not be accepted.

### ***Where do I get the “Application for Approval of Internship” and the “Intern Evaluation” forms?***

Both forms are available in the School of Communication Studies main office, 302 West Hall, as well as online at: [www.bgsu.edu/departments/tcom/forms.html](http://www.bgsu.edu/departments/tcom/forms.html)

### ***What if I find an internship that’s paid?***

Good for you! Interns may be paid a salary, paid hourly, paid for expenses only, or work voluntarily, depending on the standard practice of the organization being served. As long as you have received approval from the TCOM Internship Coordinator beforehand, paid internships are generally acceptable.

### ***What’s this I hear about competitive internship opportunities in the TCOM Department?***

The Department of Telecommunications provides students with several unique internship opportunities as a result of maintaining close ties with TCOM alumni. In particular, students can apply for internships at E! Entertainment Television in Los Angeles during summer semester or at CBS Distribution in Los Angeles throughout the school year. They can also apply to intern at Capitol Services, Inc., a media event company located in Washington, DC. Typically, one student is chosen to intern at CSI every semester. Internships at E!, CBS, and CSI are highly competitive, and to apply, students are required to submit a resume, cover letter, and reference letters to the TCOM Internship Coordinator and then interview for the positions. For the E! and CBS internships, candidates are selected by a committee comprised of TCOM faculty, and interviews are usually conducted in January or February of each year. CSI internship interviews are typically conducted fall and spring semesters. For more information, please speak to your Faculty Advisor or contact the TCOM Internship Coordinator.

### **TCOM Internship Coordinator:**

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