

**Bowling Green State University
Department of Telecommunications**

**APPLICATION for APPROVAL of INTERNSHIP
(TCOM 4890)**

Student Name (*please print*): _____ **Date:** _____

BGSU P#: _____ **Phone:** _____ **Email:** _____

Request for _____ **CREDIT HOUR(s).** Circle one: **SPRING** **FALL** **SUMMER** **YR** _____
(1 credit equals 100 work hours. Only 1 credit of TCOM 4890 is required for graduation.)

SUBMIT AN INTERNSHIP OBJECTIVES STATEMENT:

After being accepted for an internship at an appropriate organization or company, students must provide a typewritten 1/2 to 1-page (double-spaced) *objectives statement* describing the internship. Please include the duties you expect to perform during your internship and how they relate to and enhance your current academic program of study in the TCOM department. Please staple your statement to this form before submitting both to the TCOM Internship Coordinator for approval.

ON-THE-JOB INTERNSHIP SUPERVISOR INFORMATION (*Please Print*)

<p>_____ Intern Supervisor's Name Title</p> <hr/> <p>_____ Company / Organization Name</p> <hr/> <p>_____ Telephone # FAX #</p> <p>Intern Supervisor: <i>Please familiarize yourself with the Internship Policies & Procedures detailed on the other side of this form. If you agree to them, please sign:</i></p>	<p>_____ Company / Organization Address</p> <hr/> <p>_____ City, State Zip</p> <hr/> <p>_____ Intern Supervisor's Email</p> <hr/> <p>_____ Intern Supervisor's Signature Date</p>
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FOR TCOM DEPARTMENT APPROVAL

<p>() Internship Approved</p> <p>() Internship Not Approved</p> <p>Date: _____</p>	<p>_____ Signature of TCOM Internship Coordinator</p> <p><i>If the Internship Coordinator is unavailable during the course of a semester, students instead may get the Chair's signature. Only one signature is required for approval.</i></p> <hr/> <p align="right">Signature of TCOM Chair</p>
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STUDENTS: Please **READ** the other side of this form carefully and **SIGN IT**. Fill-out the form entirely before submitting it to the TCOM Internship Coordinator. If you have questions, please contact the Internship Coordinator, Dr. Lori Liggett: lorilig@bgsu.edu

INTERNSHIP PROCEDURES & POLICIES (TCOM 4890)

An *intern* is a student gaining supervised practical experience in media and communications while working outside the classroom in a professional setting. Credit is earned (S/U only) in **TCOM 4890: Internship in Telecommunications**. TCOM majors must complete a minimum of one (1) credit hour of TCOM 4890 in order to graduate. Students may complete up to a maximum of six (6) credit hours. The internship is a structured experience which must have demonstrated educational value. While the TCOM Dept. does make internship info available to students, it does NOT arrange internships. Each student is responsible for finding an appropriate internship, contacting the organization to discuss opportunities, completing hiring procedures, and submitting application materials to the TCOM Internship Coordinator. Approval from the Internship Coordinator (or Department Chair) is required BEFORE students begin internship work. Before obtaining authorization from the Internship Coordinator (or Department Chair), the student, together with her/his on-the-job Internship Supervisor, must complete the other side of this form in its entirety. NOTE: Departmental policy does not permit retroactive credit for internships previously completed. Credit is earned when the student has completed the agreed upon number of work hours, the Supervisor's evaluation is received, and the student's final essay is submitted.

Basic Procedures to Follow:

- ◆ Speak to your TCOM Faculty Advisor or the TCOM Internship Coordinator about internship options.
- ◆ Contact companies / organizations to see if they have available internships.
- ◆ Take the application form (available in 302 West Hall or online at www.bgsu.edu/departments/tcom/forms.html) to your interview so, if hired, your on-the-job Internship Supervisor can fill out the needed information and sign it.
- ◆ Submit the application form (remember to sign it below) with an attached internship objectives statement to the TCOM Internship Coordinator for approval and signature.
- ◆ Your application will be forwarded to the School of Communication Studies where registration will be done for you. All application materials must be completed and approved within the first two weeks of the semester.
- ◆ Your registration for TCOM 4890 will appear on MyBGSU soon afterward. If it doesn't, please contact the TCOM Internship Coordinator.
- ◆ In order to get credit, at the end of the semester students must submit an evaluation form filled-out by the on-the-job Internship Supervisor (see #2 below) and write an essay that describes the internship experience. Each semester, the TCOM Internship Coordinator provides due dates and details about essay requirements. (Please be aware, emailed versions of the essay generally are not accepted.) If students have questions about either requirement, they should contact the TCOM Internship Coordinator.

Basic Policies for TCOM Internships:

1. One credit hour of TCOM 4890 requires 100 hours of on-the-job internship work.
2. The professional Internship Supervisor will guide the student on the job, maintain appropriate contact with the TCOM Internship Coordinator, and provide an evaluation of the student's work and learning achievements after the internship is complete. It is the student's responsibility to provide the on-the-job Internship Supervisor with the official TCOM evaluation form, which can be obtained in 302 West Hall or online at www.bgsu.edu/departments/tcom/forms.html. The on-the-job Internship Supervisor can either mail or fax the form to the TCOM Internship Coordinator (submission information can found at the bottom of the evaluation form).
3. Interns may be paid a salary or expenses, or serve voluntarily, depending on the standard practice of the organization being served.

I have read the above internship procedures and policies, and I agree to abide by them.

Intern Signature

Date

NOTE: By signing this form, a student agrees that all or portions of her / his required internship essay submission may be reprinted by the TCOM Department to advertise or promote the internship program either in print format(s) or online format(s).