

## **GUIDELINES FOR INTERNSHIPS IN IPC/COMMUNICATION (IPC489)**

The purpose of the internship is to give advanced students an opportunity to gain field experience outside of the university classroom. It is one thing to study a subject, but quite another to engage in a significant academic project related to work experience. The combination of study and experience develops a more employable graduate, serving both the student and community.

Before a student decides to apply for an internship (IPC489) credit, the student should consult with his/her advisor about the appropriateness of the internship in light of previous coursework, future plans, nature of the academic project, and time/transportation constraints.

Internships may be obtained either by the student's personal efforts or through the Cooperative Education Program, <http://www.bgsu.edu/offices/mc/news/page6097.html>. The internship must be related to the student's career goals and provide training and appropriate supervision for the student.

**To be eligible for the academic (IPC489) credit for an internship, the student must meet the following requirements:**

1. Be working towards a BAC or BA degree in Interpersonal Communication.
2. Have successfully completed at least 60 credit hours.
3. Have completed at least 12 hours of IPC courses in the Specialized Program.
4. Have at least a 2.5 overall grade point average.

### **APPLICATION FOR AN INTERNSHIP**

After the student's eligibility for an internship has been ascertained, the student should:

1. Submit a typed 500-word description of the academic project to be completed for credit.
2. Submit the attached application form, complete with signatures, one month before the term in which the field experience is to occur.

### **CREDIT HOURS**

Normally, an academic project associated with an internship will not be approved for more than 1-10 credit hours.

### **GRADING**

The academic project will be graded on the Satisfactory/Unsatisfactory (S/U) system.

### **SUPERVISION**

The intern's manager will do supervision of the intern's work on the job site. The manager is required to complete an evaluation of the intern's job performance. The academic project will be supervised and evaluated by the IPC faculty mentor agreeing to direct the internship.

## **INTERNSHIP ASSIGNMENTS (Non-Graded)**

1. Keep a daily journal. This might be only a line or so on a busy day when you are especially tired at night. Write something everyday, however. One of the intentions is to let you see how much you have grown by the end of the experience. The other is to keep your BGSU faculty mentor informed of your progress.
2. Send this journal, or a copy of it, to the faculty member every two weeks.
3. Keep a portfolio, file, or folder of samples of your complete work. Some types of internships may not lend themselves to this part of the assignment.
4. A paper will be required in a partial fulfillment of the academic portion of the internship. It is expected that the paper will be a research essay with full documentation of at least 5 pages for each hour of internship credit. The topic must be approved in advance by the faculty mentor and should be completed by no later than Wednesday of exam week during the semester the internship is registered.

### **If registered as a Co-op Program**

1. Have your on-the-job supervisor complete and return the "Student Performance Evaluation" sheet (sent from the Co-op Program). It should be mailed no later than Monday of exam week during the semester of the internship.
2. Complete and return the "Student Assessment Questionnaire" (also from the Co-op Program).

For questions and further information, please consult your academic advisor.

**Failure to complete one or more of the above requirements will result in an unsatisfactory (U) grade.**

## PETITION FOR APPROVAL OF IPC 489 INTERNSHIP

Request for \_\_\_\_\_ hours of internship credit in IPC489, with the understanding these credit hours are payable to the Bursar's Office.

Requesting credit for \_\_\_\_\_

\_\_\_\_\_  
Semester and Year

**Student Preparation**

**GPA**

Overall \_\_\_\_\_

Major \_\_\_\_\_

**Class Standing**

Junior \_\_\_\_\_

Senior \_\_\_\_\_

\_\_\_\_\_  
Name of Student (print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
P00#

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

**Address While Undertaking Study**

\_\_\_\_\_  
**List IPC courses you have completed**

**State Career Focus or Minor and courses completed**

Date of Internship \_\_\_\_\_ to \_\_\_\_\_ Number of Hours Per Week \_\_\_\_\_

**Name of Company/Organization**

**Address**

**Name of Person Supervising Intern on Site**

(OVER)

## Specific Duties Intern Will Be Performing

### Approval

As Academic Advisor, this internship is an integral part of the student's total program, and they undertake it with my understanding.

\_\_\_\_\_  
Signature of Student's Academic Advisor

\_\_\_\_\_  
Date

As Faculty Director of Internship, I am willing to guide the student in this independent study.

\_\_\_\_\_  
Faculty Director of Internship

\_\_\_\_\_  
Date

As Department Chair, I Approve ( ) Disapprove ( )

\_\_\_\_\_  
Chair, IPC/Communication

\_\_\_\_\_  
Date