

**Bowling Green State University
Communication Program**

**INTERNSHIP APPROVAL & REGISTRATION FORM
COMM 4890**

Internships must be approved BEFORE the student begins work. Students must be registered for COMM 4890 BEFORE the internship begins. Students cannot register themselves for COMM 4890.

All internships must be approved by the Internship Coordinator and then officially registered under course #4890 – that is the purpose of this form.

READ CAREFULLY.

Fill in ALL yellow blanks, save file, and email it as a Word file attachment to the Internship Coordinator: Dr. Lori Liggett @ lorilig@bgsu.edu

STUDENT NAME: [yellow box]

MAJOR [yellow box] **MINOR:** [yellow box]

BGSU ID#: [yellow box]

BGSU Email: [yellow box] **Phone:** [yellow box]

Number of CREDIT HOUR(s) requesting 1, 2, or 3 [yellow box]

One credit hour is recommended.

- 1 credit hour requires 100 hours of work.**
- 2 credit hours require 200 hours of work.**
- 3 credit hours require 300 hours of work.**

Approximate DATES in which internship will take place: From [yellow box] **To** [yellow box]

Registering for which 2019 SEMESTER? “X” one: SPRING [yellow box] **FALL** [yellow box] **SUMMER** [yellow box]

LOCATION OF INTERNSHIP (where will the internship work take place?):

[yellow box]

BRIEFLY DESCRIBE WHAT YOU WILL BE DOING IN THE INTERNSHIP.

(Write 1 clear & concise paragraph)

ON-THE-JOB INTERNSHIP SUPERVISOR INFORMATION

<p>[Redacted]</p> <p>Intern Supervisor's Name Title</p> <p>[Redacted]</p> <p>Intern Supervisor's Email</p> <p>[Redacted]</p> <p>Intern Supervisor's Phone #</p> <p>Students should forward an email from the internship supervisor or the company hiring the intern that confirms the student has been accepted to do an internship.</p> <p>Forward email to: lorilig@bgsu.edu</p>	<p>[Redacted]</p> <p>Name of Company / Organization</p> <p>[Redacted]</p> <p>Type of Company / Organization <i>(what does it do?)</i></p> <p>[Redacted]</p> <p>Address of Company / Organization</p> <p>[Redacted]</p> <p>City, State Zip</p> <p>[Redacted]</p> <p>Company / Organization's Website Address</p>
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STUDENT-INTERNS: Please **READ** the policy information below carefully before you sign this form. If you have questions, please contact the Internship Coordinator, Dr. Lori Liggett: lorilig@bgsu.edu

IF YOU AGREE, SIGN HERE:

I (the student-intern) have read the COMM internship procedures and policies below, and I agree to abide by them.

“X” for YES: [Redacted]

Your Name: [Redacted]

Date: [Redacted]

FOR APPROVAL

- () Internship Approved
() Internship Not Approved

Dr. Lori Liggett

Signature of Internship Coordinator

Date: 4-4-19

Notes/reminders:

STUDENT-INTERNS: Please READ the policy information below carefully before you sign this form. If you have questions, please contact the Internship Coordinator, Dr. Lori Liggett: lorilig@bgsu.edu

INTERNSHIP PROCEDURES & POLICIES (COMM 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 **COMM 4890: Internship in Communication**.

The internship is a structured experience which must have demonstrated educational value. While internship info is made available to students, the Communication Program 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 Internship Coordinator. Approval from the Internship Coordinator is required BEFORE students begin internship work. Before obtaining authorization from the Internship Coordinator, the student must complete the other side of this form in its entirety, submit it for approval, and upon receiving that approval, become registered for credit hours. NOTE: University 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 Faculty Adviser or the Internship Coordinator about internship options.
- ◆ Contact companies / organizations to see if they have available internships.
- ◆ Submit the application form (remember to sign it "X" above) to the Internship Coordinator for approval and registration.
- ◆ Your application will be forwarded to the School of Media and Communication main office 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 COMM 4890 will appear on MyBGSU soon afterward.
- ◆ 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 Internship Coordinator provides due dates and details about essay requirements. If students have questions about either requirement, they should contact the Internship Coordinator.

Basic Policies for COMM Internships:

1. One credit hour of COMM 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 Internship Coordinator, and provide an evaluation of the student's work and learning achievements after the internship is complete.
3. Interns may be paid a salary or expenses, or serve voluntarily, depending on the standard practice of the organization being served.

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

LL 2019