

Specific Duties Intern will be performing:

Approval:

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

I am willing to guide the student in this independent study.

Faculty Director of Internship

Department Chair:

Approve

Disapprove

Chair, Communication

GUIDELINES FOR INTERNSHIP IN COMMUNICATION (COMM 4890)

The purpose of the internship is to give our advanced students an opportunity to get actual experience in their field of preparation 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 work experience provides a more employable graduate and serves both the student and the community.

Before a student decides to apply for an internship (4890) 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 can be obtained either by the students' personal efforts or through the Cooperative Education Program, 318C Math Sciences Building. The internship must be related to the student's career goals and must provide training and appropriate supervision for the student.

To be eligible for the academic (4890) credit for an internship, the student must meet the following requirements:

1. Be working towards a BAC or BA degree in Communication.
2. Have successfully completed at least 60 credit hours.
3. Have completed at least 12 hours of COMM courses in the Specialized Program.
4. Have at least 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 Satisfactory/Unsatisfactory (S/U)

SUPERVISION

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

INTERNSHIP ASSIGNMENTS (Non-Graded)

1. Keep a daily log or diary. This might be only a line or so on a busy day when you are especially tired at night. Write something every day, 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 log, 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. Ordinarily, 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 paper with full documentation of at least 5 pages for each hour of the internship credit. The paper 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:

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).

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