

DEPARTMENT OF COMMUNICATION

Communication Internship (COMM 496)

Directed work assignment in private or public sector in communication areas.
May be taken from 1 - 12 s.h., repeatable to a maximum of 12 s.h.

1. APPLICATION REQUIREMENTS

- A. Minimum overall G.P.A. required: 2.250
- B. Minimum major G.P.A. required: 2.500
- C. Students may count up to 3 s.h. of Comm 496 toward the major/minor. Remaining hours will be counted as general university electives.
- D. Internship open only to Communication majors/minors.
- E. Must have junior standing and a minimum of 12 hours completed in major/minor before internship can be approved.
- F. Internship site must have an existing Internship Program within the organization.
- G. Application must be submitted in advance of the date of the proposed internship. **MUST BE DONE PRIOR TO FINAL EXAM WEEK OF SEMESTER PRIOR TO INTERNSHIP.**

2. REGISTRATION REQUIREMENTS

A. Complete Internship Application.

- 1. Submit completed application (attached)
- 2. Submit documentation of Company's Internship Program and/or letter from supervisor.
- 3. Submit job description from proposed internship site.
- 4. Submit Major/Minor Coordination form.

B. Complete Internship Agreement. If an application for internship credit is approved:

- 1. Student completes appropriate information and signs Agreement (attached).
Signing Agreement confirms that student understands requirement of internship.
- 2. On-site supervisor signs Agreement (attached).
Signing Agreement confirms that the on-site supervisor understands the requirements of the internship program and what is required from the site.
- 3. University Internship Coordinator signs.
Signing Agreement approves site for internship and gives permission for registration.

3. **STUDENT INTERNSHIP RESPONSIBILITY:** It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the University Internship Supervisor.

A. Prepare a 3-ring notebook complete with dividers. Please type and include:

1. Daily Log - Include duties performed, experiences and personal insights of each day.
2. Weekly Self-Evaluation - Your overall assessment of the week including new responsibilities, difficult assignments, personal improvement.
3. Final Internship Paper - (3-5 pages) Student is expected to write a thoughtful, detailed paper that draws upon concepts, principles and theories from his/her communication classes. The daily log and weekly evaluations will serve as a basis for the final paper. **Papers which do not meet the minimum requirements will not be accepted.**
4. Clock Hours - Itemized documentation of clock hours validated by the on-site supervisor. (50 clock hours = 1 semester hour of credit). No more than 40 clock hours will be accepted for internship credit in any given week.
5. Letter of Evaluation - Acquire a letter of evaluation from the on-site supervisor of the student's internship performance. This may be included in the notebook or mailed directly to the Internship Coordinator, Department of Communication, Western Illinois University, Macomb, Illinois 61455.
6. Sample Documents - (optional) Collection of written projects, reports, news releases, etc. created/obtained during the internship.

B. Submit notebook - The type written daily log, and the weekly self-evaluation, and final paper must be submitted to the internship coordinator before credit can be awarded. Any failure on the part of the internship student to submit a daily log, self-evaluation and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.

C. Mandatory completion of the Student's Internship Survey.

D. Students who do not complete requirements at the end of a term will receive an incomplete ("I"). All requirements must be completed by the sixth week of the term following the internship.

4. **ON-SITE SUPERVISOR RESPONSIBILITY:**

A. Write letter of evaluation of intern's performance during the internship. Either include letter with student's completed notebook or mail directly to University Internship Coordinator at the completion of the internship.

B. Confirm clock hours. (50 clock hours = 1 semester hour of credit).
Comment in evaluation letter actual clock hours worked in the internship.

C. Return the Supervisor's Internship Survey.

5. **UNIVERSITY COORDINATOR RESPONSIBILITY:**

A. Evaluate internship documentation submitted by student and on-site supervisor.

B. Assign "S/U" grade at completion of evaluation.

Internship Application
COMMUNICATION 496-1

PERSONAL INFORMATION

Student Name _____ ID # _____

Current Campus Address _____
(street address/dormitory) (city) (state) (zip code)

Address during Internship _____

E-mail address _____

Local phone # _____ Permanent Phone # _____ #During Internship _____

SITE INFORMATION

Name of Organization (site) of Internship _____

Contact Person _____ Phone # _____

Address _____

Period of Internship _____ (Semester)

Semester hours to be applied to Communication major/minor _____ (3 maximum)

Semester hours to be applied to University electives _____

Total Semester hours _____ (50 clock hours = 1 semester hour)
(12 maximum)

APPLICATION SUPPORT MATERIAL

Please include the following material with your application:

1. Documentation of organizations internship program.
 2. Job description from proposed internship site.
 3. Major/minor Coordination form explaining how duties are tied to communication major/minor.
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ADVISOR VERIFICATION

Sem. Hrs. Completed _____ Overall G.P.A. _____ Major G.P.A. _____

Recommended total semester hours toward communication major/minor _____

Recommended total semester hours toward university electives _____

Advisor's Signature _____

Internship Agreement

Communication 496-1

Student _____

Internship Site _____

On-site Supervisor _____

WIU Internship Coordinator _____

Semester/Year _____ Clock Hours _____ Semester Hours _____

It is agreed that the intern student shall perform such duties as designated by the internship site supervisor during the period of the specified internship.

It is agreed that the intern student shall perform duties for the internship site for a total of _____ clock hours, totaling _____ semester hours. (50 clock hours = 1 semester hour of credit. No more than 40 clock hours will be accepted for internship credit in any given week.)

It is agreed that the intern student shall keep a daily log of activities while performing duties for the internship site. The intern student shall also do a weekly self-evaluation and type a final paper and complete the Student's Internship Survey. These assignments will be evaluated and graded by the WIU internship coordinator, who will assign the final grade.

It is agreed that the on-site supervisor will provide verification of hours, provide a written evaluation of the performance of the intern student to the WIU internship coordinator at the conclusion of the internship, and will also complete the Supervisor's Internship Survey.

Any difficulties encountered in the carrying out of this agreement shall be made known to all parties signing this agreement as soon as possible in order that corrective measures can be implemented.

Signature of Intern

Date

Signature of On-Site Supervisor

Date

May we use your name as a contact for future internships?

Yes

No

Signature of WIU Internship Coordinator

Date

Internship Binder Requirements

(This sheet should be the first page in your internship binder)

Your internship binder should be a 3-ring notebook and should include the following **typed** information. Check when completed.

_____ **Daily Log** - Include duties performed, experiences and personal insights of each day.

_____ **Weekly Self-Evaluation** - Your overall assessment of the week including new responsibilities, difficult assignments, personal improvement.

_____ **Final Internship Paper** - (3-5 pages) Student is expected to write a thoughtful, detailed paper that draws upon concepts, principles and theories from his/her communication classes. The daily log and weekly evaluations will serve as a basis for the final paper. **Papers which do not meet the minimum requirements will not be accepted.**

_____ **Clock Hours** - Itemized documentation of clock hours validated by the on-site supervisor. (50 clock hours = 1 semester hour of credit). No more than 40 clock hours will be accepted for internship credit in any given week.

_____ **Letter of Evaluation** - Acquire a letter of evaluation from the on-site supervisor of the students' internship performance. This may be included in the notebook or mailed directly to Dr. Roberta Davilla, Chairperson, Department of Communication, Western Illinois University, Macomb, Illinois 61455.

_____ **Sample Documents - (optional)** Collection of written projects, reports, news releases etc. created during the internship.

_____ **Student Survey**-Complete the Student Internship Survey and include in the binder or turn in to the Internship Coordinator separately.

_____ **Supervisor Survey**-Leave a copy of the Supervisor's Intern Survey with the supervisor and have it returned with the evaluation letter or submit with the binder.

The daily log and the self-evaluation and final paper must be submitted to the internship coordinator before credit can be awarded. Any failure on the part of the internship student to submit a daily log, self-evaluation and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.

I certify that all of the items checked above are completed and included in this binder.

Signature of Intern

Date