

# Communication Studies Internship

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## Internship Packet



# Communication Studies Internship

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## Department of Communication

Comm 4785 (3 or 6 credits)

### Eligible Degree Programs

#### Communication Studies

--Consultancy emphasis	Required	3 or 6 credits
--Social Influence & Media emphasis	NA (departmentally approved)	
--Relational	NA (departmentally approved)	

### General Objectives

- To provide students with opportunities to apply the theory and principles learned in the classroom.
- To provide students with practical experiences important to future employment.
- To provide meaningful contact between UCM students and communication professionals.

### Requirements

In order to receive credit, all interns **must** receive departmental approval **before** the start of the internship. Interns must work at least 60 hours for each credit hour. Normally, internships are taken for three credits, but fewer or additional hours may be approved depending on circumstances.

### Prerequisites

- 2.5 GPA in the major and overall
- Completion of specified sequence courses from each participating degree program

### Procedures

All internship prerequisites must be met or in progress at the time the **Approval for Placement Form** is filed. Students may pursue their own suitable internship placement as well as consult with appropriate department faculty. After students receive informal commitment from an internship sponsor they must complete the **Approval for Placement Form** and submit it to the appropriate faculty advisor. The approval form must be accompanied by a written description of the intern's duties and responsibilities from the internship sponsor/supervisor.

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## Course Prerequisites

### ***Consultancy emphasis***

- Comm 2380 Intro to Organizational Comm
- Comm 2330 Small group & Teams
- Comm 3730 Conflict Management **or**
- Comm 3327 Improving Interviewing Skills
  
- Comm 4670 Strategic Crisis Comm **or**
- Comm 4780 Comm Leadership & Practice in Organizations **or**
- Comm 4781 Strategic Comm Audits **or**
- Comm 4783 Comm Training

\* other non-course experience

### ***Social Influence & Media emphasis***

Selected upper level coursework and program advisor consent

### ***Relational emphasis***

Selected upper level coursework and program advisor consent

Internship Eligibility Status	
Student _____	Banner # _____
Major GPA _____	Overall GPA _____
Prerequisites Complete _____	Eligible _____
CRN# _____	
Comments: _____	
_____	
_____	

# Communication Studies Internship

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## Application & Approval of Internship Placement

Internship Program Area: \_\_\_\_\_ Date \_\_\_\_\_

This form is submitted to the departmental advisor supervising the internship following contact with the internship sponsor. This form will be used to verify approval of the internship placement.

Student Name: \_\_\_\_\_ 700# \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Name, title, and contact info of employing organization representative who will supervise the internship:

Employing Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE HAVE A DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES STATEMENT COMPLETED BY THE EMPLOYING ORGANIZATION ON LETTERHEAD sent to the Department of Communication, Internship Approval, Martin 136, UCMO, Warrensburg, MO 64093.**

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Total est. hours: \_\_\_\_\_

Number of internship credit hours desired: \_\_\_\_\_

Overall GPA to date: \_\_\_\_\_ GPA in Major: \_\_\_\_\_

In addition to your internship hours, how many credits do you anticipate enrolling in? \_\_\_\_\_

### Department Advisor's Evaluation

Prerequisites completed / in progress: \_\_\_\_\_

Approved

Disapproved

Comments:

Departmental Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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PLEASE HAVE A DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES STATEMENT COMPLETED BY THE EMPLOYING ORGANIZATION ON LETTERHEAD

Sent to the Department of Communication, University of Central Missouri, Internship Approval:  
Martin 136, Warrensburg, MO 64093. FAX 660.543.8672

Intern: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Total est. hours: \_\_\_\_\_

**Guidelines for  
INTERNSHIP RESPONSIBILITIES AND DUTIES STATEMENT  
(To be completed by internship agency)**

**Please FAX to (660) 543-8006 Attention COMM DEPT. INTERNSHIPS**

The Internship Responsibilities and Duties Statement submitted by you serves as an agreement between your station/agency/company, the student and UCM. It serves as a basis for evaluation of the intern's performance during the internship.

The statement is to be submitted on **your letterhead** and should include the following information:

- A. Position: actual position of the intern
- B. Department: the specific department or unit to which the intern will be assigned.
- C. Supervisor: the person to whom the intern will be directly responsible at the agency or company.
- D. Internship Period: the starting date and ending date, the total number of weeks and the hours per week as listed above.
- E. Responsibilities: what tasks/duties will the intern be assigned.
- F. Conduct & Grooming: agency or company expectations in these areas.
- G. Goals & Objectives: overall goals for the intern to accomplish during the internship.

When the internship committee of the Department of Communication approves this agreement, notification will be sent to you and the student intern. Interim and final evaluation of the intern's work will be based upon this statement of responsibilities and duties.

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## Evaluation and Grading

### Interns are required to submit the following:

A. **Weekly internship log.** Follow the form on the opposite side of this page (you may duplicate the form for use or make an electronic duplicate). These logs as well as sample work should be mailed/mailed to your communication department supervisor on a weekly basis **during** the internship – do NOT turn them all in together at the end of the internship.

B. **Summary Evaluation Paper** – this paper should follow the format and the style of a term paper. It should be typed on unlined 8 ½ by 11 white paper, and should include the following four (4) sections.

- 1) Description of the place where you interned. Include departments, department heads, number of staff, and how the department in which you interned relates to the other departments. The nature and duties of your internship, including the name(s) of supervisor(s) and an explanation of how your internship fits in with the department.
- 2) Description of a typical day: time in, duties, description of tasks, supervisor, and interaction with other employees, deadlines, and time out.
- 3) How your course work prepared or did not prepare you for the internship. Describe specific examples of situations to illustrate your analysis.
- 4) Professional Assessment / Critique. Write as if you were telling a fellow student who is going to follow you in this same internship what to expect and look for. Give specific strengths and weaknesses. Be honest in your assessment. This report is confidential and will only be seen by you and the instructor; it will not be shown to the on-site supervisor.

C. **Depending on the nature of the internship the communication department supervisor may require additional work samples or other written work.** If so, this will be specified at the start of the internship.

### Grade determination

The departmental advisor, based on the following, will determine the internship grade;

50% Supervisor evaluation – the on-site supervisor will complete a written evaluation form, the instructor may discuss your work with the supervisor, either by phone or during a visit to the internship site.

50% Written assignments and work samples – Your weekly logs **AND** summary evaluation paper will be evaluated for form, content, accuracy, and thoroughness. Your portfolio/work samples will also be evaluated.

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## Internship in the Department of Communication COMM 4785

### Weekly Internship Log

Student's Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Organization: \_\_\_\_\_

#### Hours Worked:

Sun. \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

Description of work performed, including comments and observations:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Include samples of any work generated during the reporting period**