

## Guidelines for Internship and Practicum in Digital Media Production

**Digital Media Practicum - Comm 3200 (1-3)** Laboratory experience in the mass media. Prerequisite: consent of instructor. FA, SP, SU.

**Internship - Comm 4295 (1-6)** A practical training experience for the application of mass media. May be repeated for a maximum of 6 semester hours. Prerequisites: completion of the pre-admission requirements for internship placement and departmental approval. FA, SP, SU.

*Practicum hours are done on campus with supervisory guidance in the practical application of digital media techniques at one of the following*

*UCM entities: KMOS, Integrated Marketing and Communication, The Muleskinner, CTV, The Beat, UCM Athletics, Meetings & Conference Services, and the Center for Teaching and Learning's Instructional Design center. Other UCM areas may be approved or added with special permission.*

*Internships are done outside of the campus environment in a professional setting supervised by working professionals in digital media.*

Students are required to do a total of 3 hours that may be spread between Internship and Practicum. It is highly recommended that students start with at least 1 hour of practicum and then do at least 1 hour of internship (but everyone must do a total of at least 3 hours between these two classes).

### 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

All Internships and practicums must be approved by a faculty member in the DMP area before beginning to accumulate hours and monitored by a faculty member during the semester. Students must work at least **60 hours** for each credit hour of practicum or internship.

### Prerequisites

Prior to enrolling in a practicum all students must complete:

COMM 1275 - Intro to Media Technology

COMM 1519 - Media Aesthetics

COMM 2200 - Writing Across the Media

PLUS one further class pertinent to their concentration and the practicum they are enrolling in.

IN ADDITION to the classes above, enrollment in an internship requires:

COMM 2410 - Multimedia Production

COMM 2411 - Audio Production

COMM 2412 - Intro to Digital Video

PLUS one further class pertinent to their concentration and the internship they are enrolling in as well as at least a **2.5 GPA** in the major and **2.0 GPA** in UCM courses overall.

### Procedures

All prerequisites must be met or in progress at the time the **Approval for Placement Form** is filed. Students should pursue their own suitable practicum or internship placement as well as consult with appropriate department faculty. After students receive informal commitment from an internship or practicum sponsor, they must complete the **Approval for Placement Form** and submit it to the faculty member designated as the DMP Internship/Practicum Supervisor. For internships, approval form must be accompanied by a written description of the student's duties and responsibilities from the internship sponsor/supervisor.

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## Application & Approval of Internship or Practicum Placement

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

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

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

Name, title, and phone number of employing organization representative who will supervise the practicum/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, Warrensburg, MO 64093.**

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

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

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

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

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

### Department Advisor's Evaluation

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

Approved      Disapproved

Comments:

CRN #: \_\_\_\_\_

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

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

## INTERNSHIPS ONLY:

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

#### Please email to Advisor listed above

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 or via email** 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/station/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: company expectations in these areas.
- G. Goals & Objectives: overall goals for the intern to accomplish during the internship.

When the student's advisor 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.

**Note:** It is my sole responsibility to ensure I have adequate insurance or other resources to cover accidents and illnesses while participating in the internship. The University is not responsible for accidents, illness, injury or damages sustained while participating in this program.

### Internship Evaluation and Grading

#### Interns are required to submit the following:

A. **Weekly internship log.** Follow the form below. 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 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 coursework 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.

**Internship in the Department of Communication**

**COMM 4295**

**Weekly Internship Log**

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

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

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

**Hours Worked:**

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

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

**Description of work performed, including comments and observations:**