

Department of Human Communication Studies: Internship Policies and Procedures

Information for Students:

The procedure for obtaining an internship in the Department of Human Communication Studies requires that you be proactive about applying for an internship. Except in emergency cases (i.e., a class you had registered for was cancelled by University administration) internships will not be approved during schedule adjustment. If you are planning an internship, you must:

- Discuss the internship opportunity with your advisor during your scheduling meeting, or during an advising session
- Have completed the following credit hours prior to the semester in which you intend to complete the internship, and meet the following requirements:
 - HCS 390: GPA 2.5 in major and 2.25 overall, junior status
 - HCS 391: GPA of 3.25 in major and 3.0 overall, junior status
 - HCS 392: GPA of 3.5 in major and 3.25 overall; senior status (these credits count *only* as Free Electives)
 - Please note: It is not your advisor's responsibility to calculate your GPA. You should complete this calculation prior to your meeting.
- Identify a venue for the internship, apply and/or conduct a professional meeting with the potential internship supervisor, and obtain a job description and signature on the internship letter from the internship supervisor.
- Review the job description with your advisor to ensure it fulfills the standards for internship in HCS. In general, retail and clerical work does not qualify.
- Meet with the department secretary to obtain an Internship Application Form and instructions on completing it correctly!
- Complete all sections of the Internship Application. Note semester *and year* of application. Attach, and do not handwrite, your anticipated activities (include job description) and educational goals, making clear connections to the courses you have taken in the major.
- Obtain the signature of your advisor and of the Department Internship Coordinator prior to the final week of classes in the semester prior to the anticipated internship.
- Register your application with the department secretary. All applications will be forwarded to the Dean's office for approval.

In addition, you must:

- Complete 40 hours of work for each earned credit. In other words, a 3 credit internship = 120 hours of work.
- Confirm approval of your internship prior to beginning any on-site activity towards credits.
- Complete and submit all work according to the time frame established by your advisor.
- Register and pay for the internship during the semester in which the internship is conducted. Note that all summer internships are considered to be Term V, but hours may be completed prior to the commencement of Term V.

Information for Faculty:

Internship activity is treated as any other academic enterprise, and the associated policies, procedures, records and assessment are integral to the validity of the educational process, Department standing, and accreditation. Additionally, faculty coordination of internship is a contractual arrangement that cannot be entered into on behalf of another member of the Department. The Dean's Office cannot approve internships that do not qualify with Department standards, have not been approved by the advisor and Department Internship Coordinator, nor for students who do not meet minimum GPA and credit hour requirements.

- The faculty advisor is the faculty internship coordinator. The Chair of the HCS Internship Committee serves as Department representative to the CAS Internship Committee and as the Department Internship Coordinator. Only the faculty advisor and Department Internship Coordinator may sign the CAS Internship Application.
- Students eligible for, and expressing interest in, internship opportunities should be advised as to internship policies and procedures, GPA and credit hour requirements, and other stipulations set forth by the Department, the CAS Internship Committee, and the Dean of Arts and Sciences.
- Past internship activity is kept on file, and may be used as reference; however, students should be encouraged to locate an internship that best suits their academic interests and career goals.
- Approval for internship credit may be granted by the faculty advisor only:
 - Prior to the completion of the semester preceding the planned internship
 - During the schedule adjustment period of the concurrent semester, under emergent situations
- Upon confirmation of eligibility, determination of activity qualification, and review of the internship application, **advisors only** must sign and forward the internship application to the Department Internship Coordinator prior to the conclusion of regularly scheduled classes for the semester prior to the planned internship.
- The Department Internship Coordinator, acting as Department Internship Coordinator, is responsible for review of all applications and signature of successful applications no later than the final day of regularly scheduled classes. In the event of questions or concerns about student application the internship coordinator must confer with, and defer to, the faculty internship coordinator (advisor).
- The Department Internship Coordinator delivers all successful, signed applications to the department secretary, who records on a spreadsheet
 - Site name location
 - Internship activity/job title
 - Supervisor name and contact information
- As the faculty internship coordinator, the advisor must plan to visit the internship site for observation at least once during the scheduled internship, unless travel and schedule prohibit visitation. In the event that site visits are not possible, contact by phone with the on-site internship supervisor and student intern during the period of the internship.
- Advisors, as faculty internship coordinators, must establish a plan for required coursework and completion of forms with the student. Please see Internship Requirements, below.

Internship Requirements:

Faculty advisors serving as faculty internship coordinators and students completing internships for academic credit should establish a plan for completion of all internship requirements that meets or exceeds the requirements established by the College of Arts and Sciences, including:

- Students must complete a daily log for a minimum of the first two weeks of their internship, and a weekly log thereafter. Logs should document internship activity, and make connections to HCS curriculum.
- Students must submit a copy of the log to the advisor serving as faculty internship coordinator each month. Summer interns must arrange a schedule for periodic submission of logs.
- Students must complete a 5-10 page paper for each unit of academic credit (5-10 pages for 3 credits; 10-20 for 6; 20-30 for 9) detailing the activities from the internship and how these activities met the stated educational goals in the original application.
- Faculty internship coordinators must make every reasonable effort to visit interns, and in the cases where this is not possible, the advisor must contact both the student and the employer by phone during the period of the internship.
- Students must solicit mid-semester evaluation from the on-site internship supervisor and submit the assessment promptly to the advisor serving as faculty coordinator.
- Students must solicit final evaluation from the on-site internship supervisor and submit the assessment promptly to the advisor serving as faculty coordinator.
- Students must complete the student evaluation of the internship and submit it to the faculty advisor.
- The paper, mid-semester and final assessment, and student evaluation must be completed and filed before a grade is assigned.
- All internships are completed as Pass/Fail.