Communications Department Internship Guidelines

1. In order to participate in the department's internship program, students must be juniors or seniors in good standing with the university. They must have completed all of their lower-division Communications courses as well as all "core" sequence courses; internships may be completed, however, before enrollment in Communications 491 (Communication Law and Ethics) and should be completed before (or at the same time as) Communications 492 (Senior Seminar). The departmental internship coordinator may, in limited circumstances, permit enrollment before completion of all upper-division "core" courses.

2. Students desiring academic credit must enroll in Communications 475, a three-hour course. Public Relations sequence students are strongly encouraged to use Communications 475, but may, in limited circumstances, use three hours of practica (Communications 383), to satisfy the total number of credit hours required for the major. Media Design sequence students are required to take Communications 475; they are not allowed to use practica hours toward their degrees. Communications 475 also may not be used by students in the Broadcasting and News-Editorial sequences as one of their required upper-division electives because those students are required to fulfill practica hours; the internship course may, however, be taken as an "extra" elective.

3. Students are encouraged to initiate exploratory internship discussions with media outlets, public relations agencies or other suitable PR or Media Design learning environments. After preliminary arrangements have been made between the student and organization, the internship coordinator - assuming the intern can, in the coordinator's judgment, be properly utilized and supervised - will follow up with the required explanations, contracts, etc. The coordinator will be available to suggest internship venues and will maintain files of informational material for student use; the responsibility for finding a proper internship site, however, rests with the student.

4. Fall and Spring semester internships normally last the entire semester (15 weeks) and must include a minimum of 175 work hours if academic credit is desired. Summer internships may be completed in fewer weeks as long as the necessary 175 work hours are completed.

5. Internships may be paying or non-paying; that is arranged between the intern and the supervising organization. Students with a pre-existing employment relationship typically are not allowed to serve with that employer as an intern.

6. Students receiving academic credit will complete an end-of-internship report and submit it to the departmental internship coordinator. The grade for Communications 475 will be determined by the coordinator after consultation with the supervisor via a written evaluation form and an oral discussion if needed.

7. Students should contact the departmental internship coordinator the semester preceding the one in which the internship is desired. No student will be allowed to enroll in Communications 475 without the approval of the coordinator or department chair.