**Bloomsburg University
Department of Communication Studies**

**Commstud.497 Internship in Communication Studies**

**Internship Policy (revised August 2019)**

**STATEMENT OF GOALS & OBJECTIVES** – The university defines an internship as:

“. . . an education plan which integrates classroom experience and practical work experience in industrial, business, or government work situations. It allows students the opportunity to translate academic theories and principles to action, to test out career interests, and to develop skills and abilities through carefully planned and supervised programs related to the degree they are seeking.”

**REQUIREMENTS**

* By the time you apply for an internship you must **have a cumulative GPA of at least 2.50**.
* You must be **scheduled to** **complete or have completed at least 80 credit hours** by the end of the semester in which you apply for your internship.
* You must be scheduled to complete or have completed appropriate course work that matches the experience – including **at least three 300 or 400-level courses in the major (at least 1 of these courses must be a 400-level course in your area of concentration)** by the end of the semester in which you apply for your internship.

As a requirement for graduation, students majoring in Communication Studies must complete an internship, either paid or volunteer. Internships should be completed toward the end of your studies. You are responsible for securing the internship site, subject to approval by your advisor and the department chair. If you do not meet the minimum GPA requirement, you must consult with your advisor to construct an alternate plan for taking an additional 400 level class in the major at Bloomsburg University. You should obtain the form, “Internship Alternative Plan,”from your advisor or the department office.

\*\*Please Note: Because the internship is a credit-bearing experience, you must pay for the credits. During Fall or Spring semester your internship may be part of your regular credit-load. During Winter and Summer sessions, tuition is based on a per-credit rate.\*\*

In order to complete your internship with a particular site or organization for credit, an active Affiliation Agreement must be in place. An affiliation agreement is a legal agreement between Bloomsburg University and the site/organization.

For an internship taking place outside of Pennsylvania, there must also be an approved State Authorization. Each state has unique rules regarding out-of-state students’ completion of internship or fieldwork. The state authorization ensures that Bloomsburg University is in compliance with those rules. If you are planning on completing your internship in a state other than Pennsylvania, check with your advisor to see if a current state authorization exists or is available.

No internship will be approved nor may it begin unless an active affiliation agreement (and state authorization in the case of out-of-state internships) is in place. See the university’s internship website: <http://www.bloomu.edu/professionalu> for information about affiliation agreements and the process of applying for an internship.

**If there is NO active affiliation agreement or state authorization on file, you must meet with your advisor to submit a request for an Affiliation Agreement (and state authorization, as needed):**

Semester of proposed internship Deadline for Affiliation Agreement Request

 **Spring** October 20

 **Summer** March 20

 **Fall** May 15

 **Winter** October 20

**DEADLINE FOR INTERNSHIP PAPERWORK**

**Once you have submitted a request for Affiliation Agreement, or if your site already has an Affiliation Agreement, your application materials should be submitted by the following dates in order to guarantee your internship is approved by the start date:**

Semester of proposed internship Deadline for internship application Report your cumulative GPA as of:

 **Spring** November 30 previous August

 **Summer** April 30 previous December

 **Fall** June 15 previous May

 **Winter** November 30 previous August

**POLICIES**

* **A single internship may receive three (3) to nine (9) academic credits**. In our current curriculum, only three credits count toward the major; therefore any additional credits will count as free electives (NOT electives within the major.
* For each academic credit earned, you must complete a minimum of at least 40 hours of work. For example,
	+ a 3-credit internship requires at least 120 hours of work,
	+ a 5-credit internship requires at least 200 hours of work,
	+ a 7-credit internship requires at least 280 hours of work.
* Only in extraordinary circumstances may students undertake a second internship. If you have a second major, a minor, or a career concentration with such requirements, consult both advisors well in advance. If approved, a second internship must be with a different focus in a different organization. In any case, your total internship credits may not exceed nine (9).
* **If you fail one internship, you will not be permitted to attempt another.** Rather, you will be required to construct an alternate plan to complete the necessary credits, subject to the approval of your academic advisor and the department chair.
* You must complete required paperwork during the semester prior to the internship experience.
* You must pay regular tuition per credit.
* Your internship grade will be assigned as P (pass) or F (fail).

**APPLICATION PROCEDURE**

**1. OBTAIN DEPARTMENTAL INFORMATION AND MEET WITH YOUR ADVISOR**

Meet with your academic advisor to obtain the departmental policy statement and discuss the internship process. Although most students select their academic advisor to instruct the internship, you are not required to do so. As you obtain more specific information, continue to discuss your plans with your advisor and/or with a faculty member in the department who will serve as your instructor for the internship.

**2. START TO SEARCH FOR YOUR INTERNSHIP. The following resources may be helpful:**

* Use your personal and professional networks.
* Visit the internship database on the departmental website located at <http://departments.bloomu.edu/commstud/>
* Search for an internship on the Husky Career Link on the ProfessionalU website: <http://www.bloomu.edu/professionalu>
* Visit the Professional U office, Student Services Center.
* Attend on-campus and off-campus “career fairs” where employers are represented.
* Search engines like careerbuilder.com, monster.com, indeed.com, etc.

**3. MAKE SITE CONTACT**

* Contact potential sites via telephone, e-mail, and/or personal visits.
* Distribute your résumé and write a cover letter (consult ProfessionalU if needed).
* Request the opportunity for an interview.

**4. BRING INFORMATION ON YOUR SITE TO YOUR ADVISOR**

* Your advisor will help you determine if an Affiliation Agreement or State Authorization is needed.
* If an Affiliation Agreement and/or State Authorization is needed, your advisor will forward the necessary information to begin the process.
* Keep in mind:
	+ Not all states will allow out-of-state students to complete internships in their state.
	+ Not all organizations will sign affiliation agreements.
	+ It may take up to 8 weeks for final authorization of an Affiliation Agreement or State Authorization.

**5. REQUEST NECESSARY DOCUMENTATION FROM YOUR POTENTIAL EMPLOYER**

* Ask the employer to provide a *job description*.
* Also request a formal *letter of invitation*, detailing internship dates and expectations.
* This documentation may be provided in a single letter or multiple letters, but both should appear on *company/organizational letterhead*.

**6. BEGIN FILLING OUT THE COMMUNICATION STUDIES INTERNAL 509 APPLICATION FORM” (available from your advisor or on the Department website)** This is helpful for making sure you have all the necessary information to complete the application in MyHusky.

**7. WRITE A PERSONAL “STATEMENT OF LEARNING OBJECTIVES”**

This should be a 2-3 page typewritten essay or a letter written to your academic advisor. Keeping the job description in mind, it should state in your own words what you expect to gain from this experience.

Typical information might include:

* Why you chose this employer and this job description
* How this internship fits into your overall career goals and plans
* What you hope to learn during the assignment
* Which departmental courses seem to have best prepared you for this opportunity
* How your personality, character traits, and work habits may suit you to succeed in this assignment

**8. SUBMIT YOUR INTERNSHIP APPLICATION ON MYHUSKY**

* **Complete the 509 application form (eform in MyHusky)**
* **Attach the job description from your potential employer**
* **Attach the letter of invitation on organizational letterhead from your potential employer**
* **Attach your own “statement of learning objectives”**

**9. VERIFY YOUR INTERNSHIP**

* Once materials are submitted to your advisor/instructor. Once all approvals have been obtained, the registrar’s office will automatically schedule the internship. **You should verify your schedule through MyHusky, the department secretary, or the office of the registrar.**  Internships will only be scheduled after the Dean has approved your internship and an active Affiliation Agreement in place. You will not be registered for internships credits and may not begin your internship until these requirements are met.
* If you fail to submit an internship application to your advisor by the deadline, you may have to defer your internship to a future semester.

**RESPONSIBILITIES**

Any concerns about these responsibilities should be immediately reported to the department chair.

**STUDENT**

* Maintain contact with your faculty instructor in person, through instructor visitations at your work site, by on-campus meetings, by telephone, by FAX, and/or by e-mail. You should negotiate this with your faculty instructor prior to beginning your internship.
* Complete the required hours of work according to the agreed-upon schedule.
* Maintain a written log of your hours and a journal summarizing your activities and relating the experience to your academic program. Submission of logs and journals is mandatory in order to obtain a final grade for the experience.
* In conjunction with your faculty instructor, agree on what additional materials will be expected from you in addition to the log and journal: such as one or more major papers, a portfolio indicating outcomes of work completed, and/or a final paper.
* Complete an Internship Summary Form and a Student Assessment of Internship Form (these forms should be completed online at <https://bloomu.az1.qualtrics.com/jfe/form/SV_cSkry04s3DdtoWx>).

**ON-SITE SUPERVISOR**

* Provide a written job description and letter of invitation on company letterhead.
* Assign, coordinate, and oversee the student’s on-site tasks.
* Provide a quality mentorship to enhance the student’s experience.
* Be available for contact with the faculty instructor.
* Evaluate in writing the student’s performance. The Employer Evaluation Form is available at this link- <https://bloomu.az1.qualtrics.com/jfe/form/SV_9Bk1kEs0nXMh5id>

**FACULTY INSTRUCTOR**

* Make a pre-experience contact with the on-site supervisor to discuss the proposed experience and clarify responsibilities.
* Make contact during the assignment with both the student and the on-site supervisor by telephone, in-person, or email.
* Ensure that the on-site supervisor receives, completes and returns the “Employer Evaluation of Student Intern” form. Faculty member is responsible for forwarding a copy of this form to the department office.
* Ensure the student receives, completes and returns the “Internship Summary Form” to the faculty supervisor. Faculty member is responsible for forwarding a copy of this form to the department office.
* Evaluate the student’s performance, based on information from the on-site supervisor, the student’s log, the student’s journal, the student’s paper(s) and/or portfolio, and your observations. Report the grade by the semester deadline.

**COMMUNICATION STUDIES INTERNSHIP ADVISING CHECK SHEET**

**Internship Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Important Deadlines/Due Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# of Credits requested (# of hours required) – *circle one***

**3 (120) 4 (160) 5 (200) 6 (240) 7 (280) 8 (320) 9 (360)**

**Requirements Met:**

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIREMENT:** | **YES** | **NO** | **COMMENTS** |
|  |  |  |  |
| Current Cumulative GPA of 2.50 or higher  |  |  |  |
|  |  |  |  |
| Completed or scheduled to complete 80 credits (by the semester of application, excluding credits at the 99 level or below) |  |  |  |
|  |  |  |  |
| Completed or scheduled to complete at least three 300 to 400 level courses in the major in the semester of application |  |  |  |
|  |  |  |  |
| Completed or scheduled to complete at least one course in student’s area of concentration at the 400 level in the semester of application |  |  |  |
|  |  |  |  |
| Internship is being counted towards another major or minor (HR Concentration, etc.). Appropriate paperwork has been completed. |  |  |  |

**REQUIRED PAPERWORK:** (Faculty--please check off receipt of the following items)

\_\_\_\_\_ University 509 Form

\_\_\_\_\_ Job Description

\_\_\_\_\_ Invitation from supervisor on Organizational Letterhead (must indicate semester of internship)

\_\_\_\_\_ Statement of Student Learning Objectives

**Required Forms of Evaluation:**

\_\_\_\_\_ Employer Evaluation (online)

\_\_\_\_\_\_Student Evaluation/Summary (online)

\_\_\_\_\_\_ Logs: Daily or Weekly

\_\_\_\_\_\_\_ Final Project (see options below)

**Optional Forms of Evaluation:**

\_\_\_\_\_ Journals/Reflection Papers

\_\_\_\_\_ On-site Evaluation by Faculty

\_\_\_\_\_ On-campus Meetings with Faculty

\_\_\_\_\_ Other Contact with Faculty (phone, e-mail)

**NOTES:**

Written Project Guidelines\*

*Note: Specific assignment guidelines and evaluation procedures at advisor’s discretion*

**Logs**

* Daily or weekly log of hours as requested by faculty supervisor/instructor
* Typed with name, site, and dates covered in log

**Journal**

* Summarize what was done during the course of the day or week (e.g., what was accomplished, what new connections were made between communication and the work place, what problems arose, what are ongoing problems)
* Relate the internship to your academic, classroom, and/or textbook knowledge
* Offer observations about the organization, your supervisor, fellow workers, the nature of your position, and their interactions—as it relates to your position

**Final Project (examples listed below)**

* Portfolio – Possible inclusionary items: cover letter and resume, completed projects, research collected pertaining to the position
* One Final Paper – one paper approximately 8-10 pages. Possible topics: your position or a related career, organizational communication conflict and/or management, power relations or hierarchical structures, group think, applying organizational or other communication theor(ies)
* Multiple Small/Minor Papers – three smaller papers (2-4 pages)

*\*Some wording taken from an earlier version of the Internship Syllabus.*

**Internship Summary Form**

Please use this form to summarize your internship experiences. This form is to be filled out after the internship is completed. The results of this form will be shared with other students.

Circle your area of study:
 Interpersonal Communication

 Leadership & Public Advocacy

 Organizational Communication

Please identify the courses that helped you the most in succeeding in your internship.

1) 2) 3)

Please circle/identify how you found the internship:

Internet Search - Friend/Family - Internship Office - Faculty member - Other

Name of company/organization where you interned?

Department within the organization (If applicable):

Address:

Job description summary:

Key things you learned:

Number of credits earned: Dates of internship experience

Was this a paid internship? No/Yes $ per hour?

Would you recommend this internship experience to future students? Yes/ No

Why or why not?

Name of supervisor at the organization where you completed the internship?

Site Supervisor’s Phone # Site supervisor’s e-mail:

Faculty Supervisor Name

Would you be willing to be contacted by future students to answer questions about your internship experience? If so please fill in the following information:

Your name phone # e-mail

Internship Summary

Student Assessment of Preparedness for Internship

**Department of Communication Studies**

**Bloomsburg University**

**Instructions:** After the internship has been completed, you should fill out this assessment of how well your coursework in Communication Studies prepared you with the knowledge and skills you would need for your internship. You should submit this assessment to your internship advisor along with the final paperwork for completing the internship. This form will not be shared with other students. You can also complete the survey online at <https://bloomu.az1.qualtrics.com/jfe/form/SV_cSkry04s3DdtoWx>.

Student Name \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Internship Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience Dates (begin/end): # of Hours worked:

What was the quality of your coursework in preparing you to succeed in the following areas?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Above Average | Average | Below Average | Poor | N/A |
| Oral Communication Skills | □ | □ | □ | □ | □ | □ |
| Written Communication Skills | □ | □ | □ | □ | □ | □ |
| Ability to Think Critically | □ | □ | □ | □ | □ | □ |
| Decision-Making Skills | □ | □ | □ | □ | □ | □ |
| Use of Technology | □ | □ | □ | □ | □ | □ |
| Leadership Skills | □ | □ | □ | □ | □ | □ |
| Ability to Work in Teams | □ | □ | □ | □ | □ | □ |
| Conflict Management | □ | □ | □ | □ | □ | □ |
| Respect for Diversity | □ | □ | □ | □ | □ | □ |
| Overall Performance | □ | □ | □ | □ | □ | □ |

Please provide any additional comments regarding your evaluation of how well your coursework prepared you for your internship in the space below:

Employer Evaluation of Student Intern

**Department of Communication Studies**

**Bloomsburg University**

**Instructions:** After the internship has been completed, we invite the immediate supervisor to evaluate the student, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. We encourage you to share this report with the student if appropriate. You can complete the form online at <https://bloomu.az1.qualtrics.com/jfe/form/SV_9Bk1kEs0nXMh5id>. Or you can mail, fax, or e-mail it.

Student Name \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience Dates (begin/end): # of Hours worked:

Please rate the intern in the following categories:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Above Average | Average | Below Average | Poor | N/A |
| Oral Communication Skills | □ | □ | □ | □ | □ | □ |
| Written Communication Skills | □ | □ | □ | □ | □ | □ |
| Ability to Think Critically | □ | □ | □ | □ | □ | □ |
| Decision-Making Skills | □ | □ | □ | □ | □ | □ |
| Use of Technology | □ | □ | □ | □ | □ | □ |
| Leadership Skills | □ | □ | □ | □ | □ | □ |
| Ability to Work in Teams | □ | □ | □ | □ | □ | □ |
| Conflict Management | □ | □ | □ | □ | □ | □ |
| Respect for Diversity | □ | □ | □ | □ | □ | □ |
| Overall Performance | □ | □ | □ | □ | □ | □ |

Please indicate strengths (WORK ON LANGUAGE):

Please indicate areas in which the student could improve:

Would you consider hiring this student if a position were available.

Has this report been discussed with the student? Yes No

Are you a Bloomsburg University alum? Yes No

Supervisor’s Name and Title

Telephone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail

Signature (type or print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you wish to submit in hard copy, mail, e-mail, or fax to:**

Department of Communication Studies

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(570) 389-4184 \* FAX: (570) 389-3516 \* rshaffer@bloomu.edu