

Fall and Spring Semesters
Department of Communication
Internship Contract Requirements & Instructions

Please note: This contract should not be used for summer session internships

PURPOSE: The Department of Communication offers opportunities for qualified students to apply concepts learned in the classroom to professional working experience. Internships are an important part of developing careers in the various communication related professions. Students have an opportunity to work with practicing professionals, gain experience and confidence working in their chosen fields, and make contacts which often prove valuable in finding employment after graduation.

REQUIREMENTS: To qualify for an internship with the Department of Communication, a student must meet all of the following requirements:

1. The students must be formally accepted into the *Communication major* PRIOR to applying to an internship.
2. The student must be a *junior or senior*.
3. The student must have a G.P.A. in *Communication courses* of 2.75 or higher.
4. The student must have the *approval* of the Communication Department Chairperson to register.

PROCEDURE: We encourage students to start applying for internships before the end of the prior term. That is, if a student wishes to begin an internship in the spring, application should be made before the end of the fall term. The procedures for application are as follows:

1. The student should put together a complete resume. Students are encouraged to make use of the resources available at the Career Services Center (www.udel.edu.csc) in compiling their resume. The Career Services staff is also available to review completed resumes and cover letters before they are submitted to prospective internships supervisors.
2. The student should develop a written statement of his/her career objective(s), as well as a statement outlining the kinds of experience, skills, information, and contacts which he/she expects to gain from an internship.
3. The student should then examine the listings of internship opportunities on the **Blue Hen Career** listing located on the Career Services website (<https://www.udel.edu/students/career-center/students/jobsearch/>) and explore possible internship locations. The student should narrow their search to several organizations that offer internships suited to their career objectives and expectations.
4. The student should then contact those individuals in the selected organizations who would be supervising the internship, and provide that individual with the materials necessary to apply for the internship.
5. After the student has chosen a given organization and that organization has accepted the student as an intern, an internship contract is completed which specifies the learning expectations of the student and the duties, responsibilities, and assignments required by the organization.
6. By completing and signing the internship contract, the supervisor and all employees of the participating organization agree to adhere to the Sexual Harassment Policy of the University of Delaware which can be found on the following URL:
<http://www.udel.edu/ExecVP/policies/personnel/4-29.html>

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7. Students should bring the completed contract to the Department of Communication's main office in room 250, Pearson Hall. If the contract is satisfactory, the student will be registered for the appropriate number of credit hours in the COMM 364 internship course. A student may take up to six (6) hours of internship credit, but no more than three (3) credit hours in any given semester. These credits are taken on a pass/fail basis and will count as communication elective credit only.
8. The Communication Department Chairperson and the internship course instructor reserves the right to make unannounced on-site visits to any company or organization where a student is an intern to ensure that students are indeed working on projects which will be challenging and educational.

INTERN DUTIES:

1. The student sets up a regular work schedule with the internship supervisor. Students are expected to work a total of 40 hours for each course credit hour earned. Depending on the specific internship, students may spend relatively little time working one week and be swamped with work the next. Interns should be sure to learn the nature of the time requirements of the internship and keep them in mind when scheduling courses and other activities.
2. The intern must meet with the internship course instructor and all other current interns at the scheduled class meeting time. These group meetings allow the instructor to follow the intern's progress and allow the intern to discuss any accomplishments or problems experienced during the previous week. The meetings give students an opportunity to learn what other interns are doing, to ask for advice, and to share common problems.
3. The intern must complete weekly journals in which he/she records activities, assignments and work hours. The journal should also include observations on the organization, dealings with supervisors, co-workers and clients, as well as applications of concept learned in previous course work.
4. The intern must prepare an internship report due at the end of the term. The report must include the following:
 - a. A summary of the internship journal
 - b. A portfolio of any materials produced by the intern.
 - c. An evaluation of the intern's organization as a site for future internships.
5. The internship supervisor will provide a written evaluation of the intern's performance, and the course instructor will assign the final grade.

*Note: You may need to save this fillable pdf to your desktop prior to filling in the digital signatures.

Fall and Spring Semesters Only
COMM364 - Internship Contract

Fill out this form and email a completed copy to comm-staff@udel.edu

Semester Internship to be completed: Fall or Spring? Year ____

SECTION I - STUDENT IDENTIFICATION

Name _____ Student ID #: _____

Email address _____ Campus address _____

Permanent address _____

Cell phone # _____ other phone #: _____

Major _____ College _____ Class Standing: JR ___ SR ___

SECTION II - INTERNSHIP INFORMATION

Supervisor's Name _____ Supervisor's Title _____

Supervisor's email address _____ Company Telephone # _____

Supervisor's Signature _____ Company Name _____

Company Address: _____

Intern's Position Title _____ Dates of Assignment _____ to _____ Hours per week: _____

Number of credits: _____ *Students must work 40 hours to earn 1 credit; 80 hours to earn 2 credits; or, 120 hours to earn 3 credits.*

Brief Description of Intern's Responsibilities: _____

SECTION III - GOAL STATEMENT

Describe primary goals and objectives to be accomplished by your field experience:

SECTION IV - APPROVAL SIGNATURES

Student _____ Date _____

Department Chair _____ Date _____

Course Instructor: _____ Date _____

Complete this form and send as an attachment to comm-staff@udel.edu for Department Chair's Approval

Added to course by: _____

Date: _____