DEPARTMENT OF COMMUNICATION

SUMMER SESSION INTERNSHIP PROGRAM

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 permission of the Department of Communication Chairperson to register. To make an appointment call 302-831-8041.

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. Students may find an available internship location on their own, or students may examine the listings of internship opportunities on the Blue Hen Career listing located on the Career Services website (www.udel.edu.csc) and explore possible internship locations.
4. Student should contact those individuals in the selected organization who would be supervising the internship, and provide that individual with the required materials to apply for the internship.
5. After the student has chosen a given organization and the organizational supervisor has accepted the student as an intern, an internship contract must be completed (see last page of this document) which specifies the learning expectations of the student and the duties, responsibilities, and assignments required by the organization. Both the student and supervisor must sign the contract.
6. By 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.
7. After completing the contract with the supervisor, the student should make an appointment to meet with the Department of Communication Chairperson by calling 302-831-8041. The Chairperson will review the contract, and 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) hours in any given semester. These credits are taken on a Pass/Fail basis. Credits count as communication elective credit only, but this course also fulfills the UD Discovery Learning Experience requirement if taken for 3 credits.

8. The Department of Communication Chairperson and the course instructor reserve 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 organizational supervisor. Students are expected to work 40 hours for each course credit earned. Many organizations prefer that the student arrange to work at least one eight hour a day a week, rather than a few hours a day. 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 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.

3. 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. These reports are kept on file by the Department of Communication and made available to future prospective interns. Students review these reports to learn whether the internship is what they want, and what they can expect if they take the internship.

4. The internship supervisor will provide a written evaluation of the intern’s performance. The course instructor will assign the final grade.
DEPARTMENT OF COMMUNICATION
INTERNSHIP CONTRACT
SUMMER SESSIONS ONLY

Internship to be completed: SUMMER session year: 20____

Please list INTERN RESPONSIBILITIES (be specific) on the other side of this contract. Intern responsibilities may be listed on a separate page, but must also be signed by the supervisor and attached to this completed contract.

__________________________________             __________________________________
Student Name (Please Print)                               Field Supervisors Name (Please Print)

UD student ID: ____________________              Supervisor’s Title: __________________

Student’s Local Address:                                     Organization/Company Address:
__________________________________
__________________________________
__________________________________

Phone: ____________________________              Phone: ____________________________

E-mail: ____________________________              E-mail: ____________________________

__________________________________              __________________________________
Student Signature                                                   Field Supervisor Signature

____ Total number of hour’s intern will work
____ Number of academic credits to be earned
(Students earn 1 credit for each 40 hours of work.) (May work up to 120 hours for 3 credits)

Completed internship contracts must be approved by the Department of Communication Chairperson, 250 Pearson Hall. Call (302) 831-8041 to set up an appointment.

For office use only:

____ Student has a 2.75 Comm GPA       Student is a COMM: Junior Senior M.A.

Approved by: ____________________________ Date: ______________
Department of Communication Chairperson