

Summer Session ONLY
Department of Communication
COMM364 - Internship Contract Requirements & Instructions

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 Chair 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 (www.udel.edu.csc) 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 located in room 250, Pearson Hall for approval by the Department Chair. If the internship 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 COMM Department Chair and 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 must 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.

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SUMMER SESSIONS ONLY

Internship to be completed: Summer Session 20____

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

Date: _____

Date: _____

____ **Total number of hours to be worked over the semester**

____ **Number of academic credits to be earned**

Students must work 40 hours to earn 1 credit; 80 hours to earn 2 credits; or, 120 hours to earn 3 credits

INTERN RESPONSIBILITIES (Be specific):

For office use only:

____ Student has a 2.75 COMM GPA

Student is a COMM Junior Senior M.A.

COMM Department Chair Signature

Date

Added to course by: _____

Date: _____