

Communication Department
COM 390 - PART-TIME INTERNSHIP GUIDELINES

Note: COM 390 credits are lower-level credits, and do not count at the 300-level.

There is a single basic expectation we have that any internship proposal has to satisfy. We give credit for internship experiences if and only if they include a learning experience in which you will be tutored and supervised by an experienced professional. An internship should provide you with a chance to get entry-level experience and at the same time a chance to receive active guidance from experienced practitioners. If the internship experience is simply going to resemble a job in which you are given tasks but no teaching, then you should receive pay for that, and not credit.

ELIGIBILITY:

The student must be a Communication major or minor; must have junior or senior standing; and must have a GPA of 2.5 or higher. At the time of registering for COM 390, majors must have already completed COM 265 and minors must have completed at least six credits in Communication.

PRIOR APPROVAL:

Credit for an internship will be granted only if the signed contract (see attached) and any supporting information beyond the contract that is requested have been approved in advance by the department's internship coordinator. It is also a matter for the internship coordinator to determine how many credits should be awarded for the internship experience being proposed. Internship must be done in Albany [unless done in the summer, with prior department approval].

CREDITS:

COM 390 may be taken for 1-3 credits. The number of credits that may be earned for an internship experience depends in part on what the quality of the learning experience will be, as determined by the internship coordinator, and in part on the number of hours per week spent in the internship.

- a minimum of 48 hours of work per semester is required for 1 credit
- a minimum of 96 hours of work per semester is required for 2 credits
- a minimum of 144 hours of work per semester is required for 3 credits

DEVELOPMENTAL GUIDANCE ON-SITE:

The on-site supervisor is encouraged to provide developmental guidance to the intern. Developmental guidance, the key to a successful internship, includes feedback, evaluation and coaching on a daily basis. Supervisor and intern should discuss the expectations they have for one another to ensure a productive internship, and this should be reflected in the description of duties provided on the contract.

REQUIREMENTS:**EVALUATION:**

The on-site supervisor will evaluate the intern at the end of the internship assignment. The on-site supervisor should send the evaluation letter to the school at the end of the semester. It should be mailed to:

Part-time Internship Coordinator
Department of Communication, SS 340
University at Albany
Albany, NY 12222

Evaluations may include the intern's responsibilities, progress/improvements, capabilities, and an analysis of intern's work.

THE INTERN WILL NOT RECEIVE A GRADE UNLESS THE EVALUATION LETTER IS RECEIVED!!!!

FINAL REPORT:

The intern must submit an 8-10 page, double-spaced typed paper at the end of the internship. The intern may keep a daily journal of work experiences during the internship to collect information for the final report.

The final paper consists of two sections -- Descriptive and Analytical. The descriptive section (4-5 pages) includes a discussion of intern's tasks, duties, assignments, professional experiences, training, new skills, problems and insights. The analytical section (4-5 pages) includes an analysis of the internship using communication theories and concepts learned in classes. The interns may also include suggestions for improving the internship program. Be sure to show how the communication theories you have studied relate to your internship; this is a very important part of the paper.

GRADE: COM 390 is graded S/U ONLY.

INTERNSHIP COORDINATOR:

The internship coordinator is available to assist the intern with any questions or concerns regarding the internship assignment or program.

**COMMUNICATION DEPARTMENT
COM 390 - PART-TIME INTERNSHIP CONTRACT**

PERSONAL:

Name _____ SS#: _____

Local Address _____

Local Telephone _____

Email address _____

GPA _____ (GPA must be at least 2.5 for COM 390)

INTERNSHIP:

Organization _____

Supervisor _____ Phone _____

Address _____

WORK SCHEDULE:

Start Date _____ End Date _____ # of credits: _____

_____ hours a week for _____ weeks.

INTERNSHIP DESCRIPTION:

[Brief statement of intern's assignment--completed by intern's supervisor.]

We understand and agree to complete the above internship assignment.

Student _____ Date _____

Student's supervisor _____ Date _____

Approved by _____ Date _____