

FULL-TIME COMMUNICATION INTERNSHIP

The full-time communication internship allows junior and senior students to earn **15 academic credits**. Nine of the 15 credits are earned for successful completion of full-time supervised work in a professional communication environment (COM392). Students registered for COM392 may seek internships in the Albany area, as well as in areas outside Albany, including New York City. Students may perform internships in both profit-based and non-profit organizations. Previous interns have worked in non-profit community service and volunteer organizations, as well as in profit-based organizations focused on broadcasting, publishing, public relations, marketing, lobbying, and more. A list of potential internship placements in these and other areas can be obtained from the Communication Department or on our department website. Full-time internships can be performed during the spring, summer or fall terms.

COM392 is graded pass/fail. The 9 credits earned for successful completion of COM392 count as *general elective credits* and do not fulfill requirements of the communication major.

An additional 6 credits are earned for participation in a mandatory internship seminar (COM393Z). This seminar is the only class full-time interns are allowed to take. The seminar is writing-intensive and includes assignments designed for interns to analyze and broadly conceptualize their workplace experience. Students who perform their internships outside the Albany area will take the seminar as an online course. COM393Z is letter graded and counts as 6 upper level credits within the communication major. COM393Z also fulfills the upper level writing intensive requirement.

PLEASE NOTE: Students doing full-time internships must register for *both* **COM392** and **COM393Z**. It is not possible to register for COM392 alone.

Students wishing to do full-time internships must go through an application and interview process. Information about the application and interview process is provided early in the fall and spring semesters. The information is disseminated via e-mail and through in-class presentations.

Students with further questions about the full-time internship program should contact **Steven Bates** at sb535726@albany.edu.

PART-TIME COMMUNICATION INTERNSHIP

The part-time internship (COM390) is variable credit – students can register for 1, 2, or 3 credits. There are minimum internship work-hour requirements associated with each credit. For 1 credit, students must work at their internship for a minimum of 48 hours over the course of the semester. For 2 credits, the minimum work requirement is 96 hours. For 3 credits, the minimum work requirement is 144 hours.

The maximum number of credits that can be earned in the part-time internship is 3. This means a student who does a 3 credit part-time internship cannot register again for COM390. A student who performs a 1 or 2 credit part-time internship, however, can register a second time for COM390 (for either 1 or 2 credits – it depends on how many credits were earned for the first internship.)

Students who perform the part-time internship are not required to attend a class. They are required, however, to submit an 8-10 page paper at the end of the semester.

Part-time internships can be performed during the spring, summer or fall terms. They can be performed either within the Albany area or outside the Albany area. (As a practical matter, students who perform their part-time internships during the fall or spring terms, typically do so within the Albany area because they are also taking classes.) A list of potential internship placements can be obtained from the Communication Department.

COM390 is graded pass/fail and counts as *lower level* credit within the communication major.

For more detailed information about the part-time internship, students should consult a handout entitled **“Part-Time Internship Guidelines”**. This handout is available in a wall attachment outside the Communication Department office (SS-340) or on our website under the “Forms” link.

