



COLUMBUS STATE UNIVERSITY
Department of Communications
#4 - 9th Street | Carpenter Building | River Park Campus
Columbus | GA | 31901

Internship Program
COMM 3698 & 4698
Application Attached

Goals

- Communication internships are designed to benefit both students and employers. Students receive practical experience in a communication-related field, while employers benefit from their skills and assistance. Such experiences may benefit both parties in terms of future employment opportunities.

Program eligibility and guidelines

- Students must enroll in COMM 3698 (Junior Internship) or 4698 (Senior Internship) to receive academic credit (3 hours)
- Criteria include:
 - Junior or Senior standing in the Communication major
 - Juniors must have completed 60 hours
 - Seniors must have completed 90 hours
 - Minimum 2.5 GPA in the Communication major
 - Internship site must be approved by the Department Chair or supervising professor
 - Final approval for all internships must be obtained through the Chair, Department of Communication

Employer guidelines

- The internship site must offer an opportunity for the intern to apply skills and knowledge emphasized in the communication major. Work is to be directly related to the discipline and curriculum. Internships are to provide students with networking opportunities, possible future employment opportunities, and practical experience within the discipline. Students must be supervised by a professional with an academic or professional communication background. Supervisors will be expected to outline internship objectives with the student, determine goals, review accomplishments regularly, and complete supervisory evaluations throughout the semester. Two evaluations are required: one at semester midterm and the final due on the last day of classes. If the internship is a paid internship, employers must clearly outline all guidelines and terms of payment to the student *prior* to the beginning of the internship.

Academic credit for internships

- Internships apply during the semester registered, beginning with the first week of classes and ending the last week of classes, for a total of 15 weeks during the fall and spring semesters and 7 weeks during the summer semester. Students must work a minimum of 10 hours per week. Beyond this, the number of hours per week a student works is dependent on the particular needs of the employer and the circumstances surrounding the particular internship. Three hours of academic credit is the maximum permitted.
- Students MUST complete at total of 150 hours at their internship site.

Paid internships

- Some internships are paid internships in addition to the student receiving academic credit. Paid internships are determined by the employer. Students are responsible for determining if a particular internship is a paid internship and if so, the rate of pay. The Department of Communication is not responsible for ensuring payment or identifying paid internship opportunities.

Registration for internships

- Students should receive approval from the Department Chair or directing professor for the particular semester in which the student seeks to register for an internship. Students must provide the name of the organization and outline of the job description, objectives for the semester, and the name, address, email address, and phone number of the employing supervisor. Furthermore, students must provide the hours per week they will work. Once approved, students must register for either COMM 3698/4698 the same way they would for any other course. If overrides are necessary, please see the Department Chair.

Note: Internship credit will not be granted for past employment or work performed voluntarily.

Department approval

- Students are required to obtain department approval and complete the necessary paperwork before the end of the term prior to the term the internship takes place. The Department Chair may approve internships up to the late registration period in special circumstances.

Grading

- Internships are graded on a satisfactory/unsatisfactory basis. S/U ratings do not impact grade point averages, and are determined by the employer's evaluation form and the required student documentation.

End of semester requirements

- The employer's evaluation form and the student assignments are due no later than the last day of classes during the semester the student is enrolled.

Guidelines for internship experience

- Complete a total of 150 hours at your internship site
- Communication interns are required to document their internship experiences through a series of Intern Blogs or Vlogs.
- Frequency of submissions will be assigned by the Department Chair or supervising faculty member. Dates correlating with the task are required. Training on how to use the blog/vlog will be provided.
- The final blog/vlog post should allude to your overall experience, including what you learned, accomplished, experienced and how you applied your current communication skills to the internship. Detail some additional skills or awareness you acquired through your semester-long internship. Did you gain additional skills? How has the internship experience influenced your career expectations?

Reminders

- If documents are not received by the end of day on the last day of classes, a grade of unsatisfactory will be given. Documents and signatures will not be accepted late. This includes both student's documentation and the supervising employer's documentation.
- Student documentation must be computer generated. Documents should be organized in a binder including work samples clearly identified and organized.
- In addition, the supervising professor may make on-site visits throughout the semester. This allows for networking opportunities for the employers and our department representatives and provides students an opportunity to showcase their internship site.
- ** If you have an internship with a radio or television station, a component of your internship also will be through the NPACE Center.**

The point of contact for any questions should be the supervising professor or the Department Chair, Dr. Danna Gibson by email gibson_danna@columbusstate.edu or by phone (706) 507-8603.

**Columbus State University
Department of Communication
Student Internship Application**

Date Submitted: _____ Student 909 _____

Name of Student Intern: _____

Street Address City State Zip Code

Phone # Email Address

Name of Organization where you will be interning

Supervisor's name Supervisor's title

Supervisor's email address Supervisor's phone #

Work Address (include city, state, and zip)

Academic Level (at the beginning of your internship): Junior Senior

GPA in Major: _____

Dates of Internship: _____ to _____

Internship Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

