

COMMUNICATION DEPARTMENT

COMM 492: Internship Guidelines

Credit is granted for the internship experience based upon the number of hours spent working. **For every 60 hours of the internship, students earn one unit of academic credit.** This equals roughly 5 hours per week, over 12 weeks, for one unit. Thus:

- 5 hours per week = one unit of credit (60 hours total)
- 10 hours per week = two units of credit (120 hours total)
- 15 hours per week = three units of credit (180 hours total)
- 20 hours per week = four units of credit (240 hours total)

You may choose to receive fewer units of academic credit for the number of hours you work, if it's necessary to avoid paying overload fees.

PROCEDURE

1. Find an internship that goes beyond just filing, answering phones, customer service, sales, and/or data input. You may do some of that, but your internship should *also* require you to learn or apply the college-level communication skills you've been learning in your classes. It should train you in the higher-level skills you'll need to **build a career in the communication industry**, e.g., in fields such as marketing, journalism, film, TV, social media, public relations, advertising, or event planning. Career Services can help you find an internship, paid or unpaid.
2. Pick up an Internship/Cooperative Education Agreement form from Career Services.
 - You fill in the top part of the form, "Student Information."
 - Your employer fills in the middle part of the form, "Employer Information." **Make sure your employer fills out "hours per week" and "number of weeks"!**
 - The COMM 492 instructor fills in the bottom of the form, "Sponsoring Faculty Information." If more than one COMM 492 section is being offered, take the form to the professor whose section you will be attending.
 - The Communication Department chair signs the form after the above sections have been filled out.
 - **Forms should be submitted to the Registrar's Office by the ADD/DROP date.** You may add an internship up to two weeks after the add/drop deadline if you get the signature of the department chair and the dean of the College of Arts and Sciences. You will be enrolled in COMM 492 after you hand in your completed form.
3. **Attend the COMM 492 course meetings.** These meetings include homework and will require you to turn in an internship portfolio at the end of the semester. They usually start immediately after the add/drop date, so if you turn in your form late, you may miss some assignments; talk to the COMM 492 instructor!
4. Your employer will be emailed a survey from Career Services that asks about your workplace abilities and demeanor. If the employer is satisfied, the appropriate number of hours have been worked, COMM 492 classwork and attendance is satisfactory, and the internship portfolio complete, you will receive credit for your internship.

INTERNSHIP PORTFOLIO

Your internship portfolio should contain:

Samples of work. Save samples of your work from the internship. Document the process, not just the final product. For example, if you are developing a brochure, save drafts of the brochure, interoffice memoranda, and artwork. You may submit digital files of audio or video are acceptable if they demonstrate your work. Make sure you avoid taking or copying materials that the employer does not want out of the company!

Journal/Log. Include a daily or weekly log of your activities at the internship site. Include a list of the kinds of activities that you have done, the skills you have learned from these activities, and an evaluation of the way in which your supervisor directed your activities.

Internship Report. Write a short (3-4 pages) paper reflecting on the internship experience. You may use your log as a basis for the report, drawing on particular examples. The report should address the following questions: What skills did you develop a result of your internship experience? How did this internship relate to your own career goals and academic career? Did the internship help you to clarify your career goals? What did you learn about your strengths and weaknesses in the workplace? Overall, was the internship experience a positive or negative one? Why?

FREQUENTLY ASKED QUESTIONS

Can I take more than one internship? Yes; you still need to turn in an internship form, but talk to your COMM 492 instructor about modified requirements for a second or third internship. You may take no more than 8 units total of internships at CLU for credit, but those units can be divided up over numerous semesters.

Can I do my internship over the summer? If COMM 492 is offered in summer, then yes, but it isn't always. Taking COMM 492 over summer requires paying for CLU summer school and being available to meet with the instructor. Otherwise, you may do your internship over summer only if your internship work hours extend into the fall semester by at least two or three weeks; discuss your case with the COMM 492 instructor *beforehand*. You will be required to enroll in COMM 492 and complete all assignments, and the portfolio, in that same fall semester.

Can I do my internship while I'm studying abroad? Only if the program you will be with offers specific internship opportunities *and* the department chair approves them as a substitution; it's your responsibility to arrange this before you leave. Overseas internships need to meet CLU's hour/unit requirements.

Can I count a job I did in the past as my internship? No.

Can I count an internship I did for another major as my Communication internship? No.

Will the internship class fill up if I don't enroll early? No. Just enroll by the deadline.

My prospective employer wants proof that I'll get academic credit for the internship — what do I do? Any COMM 492 instructor, or the department chair, can give you a letter written on official letterhead that will confirm that you'll get academic credit for your internship as long as the necessary steps are completed (enrollment in class, # of hours per unit, etc.).