

INTERNSHIP PROGRAM
Communication Department

Application Procedure and Requirements

I. PURPOSE

The internship is a professional placement that provides practical occupational experience in the day-to-day activities of a professional organization. In this way, internships differ from classes, projects, or other activities.

A. Several specific expectations are inherent in the internship program.

- Supervisory organizations have been asked to regard you as an entering professional and will orient, train, and supervise you as they would any new employee.
- You will be asked to spend a minimum of 4 hours/week in the placement for each hour of credit.
- The principal value of this experience will be measured in ways other than by credit hours or grade.
- You will assume responsibility and identify with the supervising organization at a level comparable to any new employee.

B. There are several academic benefits which should accrue from the internship experience.

- You will have the opportunity to observe the implementation of theories you have learned in your academic program. The connection between classroom learning and your experience will be reflected in your journal.
- You will have the opportunity to learn procedures, concepts, and/or skills not taught in the academic curriculum.
- You will have personal experience in a professional environment similar to that which you will find in your working life.
- You should have the opportunity to focus or direct your academic efforts as a result of your experience.
- Your supervisor can provide you with valuable feedback and suggestions to help you better prepare for the professional requirements of your field.

II. FINDING AN INTERNSHIP

- A. Visit Career Services in the Anderson-Werkman Financial Services Building at 100 East 8th Street and/or review their website: <http://www.hope.edu/student/career/> to find local internship positions.
- B. Call and send resumes to local businesses and organizations.
- C. Apply for a semester-long off-campus internship program, such as the Philadelphia Center, Chicago Semester, New York Arts Program or Washington, DC Honors Semester.
www.philactr.edu
<http://www.chicagosemester.org/>
<http://www.newyorkartsprogram.org/>
<http://www.hope.edu/academic/polisci/offcampus/washdc.html>
- D. Visit the International Education Department website for more information on international internship programs (e.g., London, Australia, New Zealand): <http://www.hope.edu/academic/international/offcamp/intprograms.htm>.

III. ACADEMIC CREDIT

Communication majors will be granted 4 credit hours which may be *applied to meet 300-level course requirements* **only if** the internship is a *full semester field placement* through one of the following programs: New York Arts, Philadelphia Center, Chicago Semester, or Washington Honors Semester.

If the internship is a local internship, and is not through an approved off-campus semester-long program, up to 4 credit hours in Communication can be applied to general education elective requirements. When doing a local internship, Communication majors must still complete the required 8 hours of 300-level coursework.

You may also elect to do an internship solely for the experience, without academic credit.

Please note: If you are doing a semester-long off-campus program, the maximum credit (toward a major in Communication) for independent study and internship combined is 4 credits. You may do both an internship and an independent study for credit, but only 4 hours can be used to replace 300-level course requirements; any additional hours are applied to general elective credit.

IV. APPLICATION PROCEDURE FOR RECEIVING ACADEMIC CREDIT

- A. Complete and submit the Communication Department Internship Application form to the department **prior to** class registration period for the upcoming semester. (See deadlines on department website).
- B. A resume, transcript, and major requirement checklist should accompany your application.
- C. It is important that you make one or more internship contacts prior to completing the application. You may not have yet confirmed and secured the internship, but you do need to line up a tentative internship and be able to describe what the internship would entail to submit an application for internship credit. If your internship placement is tentative at the time you submit your application, include a back-up internship placement in the event your first placement does not come through.
- D. A faculty member in the Communication Department must agree to be in regular contact with your internship supervisor. This is your faculty supervisor. You need to discuss your internship plans with your faculty supervisor prior to submitting your application.
- E. The Communication Department faculty meet once a semester to review all internship applications for the following semester.
- F. Students enrolled in off-campus semester programs in Philadelphia, New York, Chicago, or Washington **do not need to complete the Internship Application form.**

V. REGISTERING FOR INTERNSHIP: COMM 399

After your Internship Application has been approved by the Communication Department faculty, you must submit an **Internship Agreement**. This agreement must be received by your faculty supervisor *before* your registration slip will be turned in to the Registrar.

The **Internship Agreement** is a 1-page typewritten document that includes:

- ___ Internship placement organization: name, address, phone, website
- ___ A two-paragraph description of internship duties and responsibilities
- ___ Starting and ending dates for placement
- ___ Number of hours per week
- ___ Complete contact information for employment supervisor, faculty supervisor, and intern
- ___ Signatures of intern, employment supervisor, and faculty supervisor

The intern, employment supervisor, and faculty supervisor should each retain a copy of the signed **Internship Agreement**. The intern is also responsible for giving a copy of

the **Obligations of the Internship Supervisor (Section VII)** to the employment supervisor for the internship placement.

VI. INTERNSHIP REQUIREMENTS

- A. All students receiving credit for internships in Communication must keep a journal on a daily or weekly basis. The journal should include:
1. A *log* of activities engaged in during the internship with explanation/ description as necessary to maintain an accurate record. Do not include names or other information which might be confidential.
 2. A *remarks* section. This section should contain comments about the value of the experience or learnings, reflections on the quality of your effort on the outcome, etc. The value of this section is to record your reflections on your experience and to make connections between your internship experience and your communication coursework.
- B. All students receiving internship credit must prepare a professional portfolio that showcases the work completed during the internship. Unless specific arrangements are made with your faculty supervisor, e-portfolios should be produced using <http://www.epsilen.com/epsilen/public/home.aspx>. Click Epsilen “Site Examples” to see how students have developed e-portfolios.
- C. Midterm and final internship evaluations of your performance by your employment supervisor must be submitted to your faculty supervisor prior to midterm and final semester dates. You are responsible for contacting your employment supervisor to send these evaluations by email to your faculty supervisor.
- D. To receive internship credit, **all materials** (journal, e-portfolio, and employment supervisor evaluations) must be submitted to your faculty supervisor by the **last scheduled day of classes** for any given semester. If these materials are not of satisfactory quality or are not completed, a failing grade will be submitted.

VII. OBLIGATIONS OF THE INTERNSHIP SUPERVISOR

The Communication Department and Hope College rely on the organization and the supervisor accepting an intern to aid in the education and professional development of the student. These are our expectations:

- A. The organization should offer close, professional supervision of each student intern.
- B. Interns should not be used to replace paid employees.
- C. While compensation of interns is not a condition for the experience, organizations may have a program or policy where a small wage or stipend for interns is offered. There is no prohibition on payment of interns, though remuneration is incidental to the educational goals of the internship.
- D. Any problems (disciplinary, performance, accident, etc.) which occur during the internship should be discussed immediately with the faculty supervisor.
- E. In the event the intern is not performing satisfactorily or the internship must be terminated for any reason (e.g. transfer of the intern's supervisor), the faculty supervisor should be notified immediately and a letter of explanation filed with the Communication Department.
- F. Internship supervisors should submit a mid-term and final evaluation of the student intern's performance to the student's faculty supervisor. The student is responsible for providing the internship supervisor with dates and emails for this evaluation. The evaluation should be a 2-paragraph summary of the quality of the student's work and may be submitted to the faculty supervisor by email.

VII. OBLIGATIONS OF THE DEPARTMENT AND THE FACULTY SUPERVISOR

The Communication Department faculty supervisor serves:

- To coordinate the application, selection, and placement of interns.
- To evaluate the adequacy of potential internship placements and to monitor placements to ensure the conditions for effective internship experience are provided.
- To respond to any problems encountered by the internship organization or the intern in order to protect both the learning experience of the intern and the efficient operation of the internship organization.
- To issue a Pass/Fail grade based on the quality of student performance as evidenced by the employment supervisor's evaluation, the log, and the e-portfolio.

VIII. TERMINATION OF INTERNSHIP

The internship may be terminated by the supervising agency or by the faculty supervisor at any time during the internship. The intern may request termination of the internship and seek reassignment or may withdraw from the internship program.

Every effort will be made to ensure a valuable learning experience and a satisfactory relationship with the supervisory agency. The faculty supervisor will counsel with interns who are dissatisfied with their internship placement.