Internship Application for Communication 4411

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| Name: | Year Admitted into COM: |
| Bronco # | COM Option: |
| Telephone number: | Academic Units Completed: |

**Instructions**: Complete this form and submit it to the Communication Department **before** you begin an internship. (Attach additional pages if necessary.) *Failure to follow the procedures will result in denial of internship credit.* The 3-unit semester internship comprises **150 hours** of job-related work. For additional information about the nature of this work, please refer to the *Internship Guidelines* & *Procedures* manual.

**Step 1:** Indicate where you will perform your internship, provide the contact information and background information on your immediate supervisor, describe your anticipated internship duties, and explain your learning objectives in undertaking this internship. After you have completed Step l, contact Antoinette Abernathy, whowill make an appointment with Dr. Kallan, the Communication Department’s Internship Coordinator. If he approves your contract, you may begin the internship.

**Name and address of sponsoring organization:**

**Name, phone number, email, and job title of the person who will be your immediate supervisor.** **PLEASE also attach a CV/resume or other biographical document provided by this immediate supervisor, which should address his/her work experience and educational background. NOTE: Internships will not be considered unless this immediate supervisor’s CV/resume/biographical document is included in your Internship Application.**

**Describe your internship duties:**

**Explain your learning objectives. What knowledge and experience do you hope to gain by completing this internship?**

**Step 2:** Once you have started the internship, obtain a letter from the internship sponsor outlining your duties and responsibilities. The duties outlined must be compatible with your learning objectives. The letter should be written on the organization's letterhead and include your supervisor's name and telephone number. The Communication Department must receive the letter within two weeks of your start date. This letter can be submitted either electronically or in hard copy to the Communication Department.

**Step 3:** Upon completion of your internship, you must email Antoinette (arabernathy@cpp.edu) and include your supervisor/mentor’s email address. She will send your supervisor an evaluation link for the purpose of (a) assessing your internship performance and (b) confirming you have completed the required 150 hours of work.

**Step 4:** Submit the written report (12-15 pages) of your internship—as specified in the *Internship Guide-lines and Procedures* manual—to the Communication Department no later than by the end of the 14th week of the semester during which you completed the work. At the same time you submit your report, you will be asked to rate your performance and your internship experience, using a questionnaire similar to the one scored by your supervisor. Late reports will negatively impact your receiving credit for the internship course and jeopardize graduation for seniors. **COM 4411 is not offered during Summer Session. So, please plan accordingly!** Should you submit your final paper in Summer Session, it will not be reviewed until Fall Semester. If you register for the COM 4411 class but do not complete the requirements within 12 months (starting from the first day of the semester you registered for the course), you will need to contact Antoinette about filing an extension.

**Please Complete the Following Declaration:**

I will begin and complete my internship in (Fall or Spring) semester of (Year). I have discussed my proposed internship with the Communication Department’s Internship Coordinator, and I have received his approval.

Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Richard Kallan's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_