

**Department of Communication  
Communication Studies  
Internship Application – CMST 4896**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

***Department Description:*** The communication studies internship is an application of communication theories and practice within organizational settings. Weekly meetings with faculty supervisor and/or supervisor of the employing organization are required. Weekly field work is typically 15 to 20 hours, with the student completing between 250 and 300 hours of field work during a normal, 15-week term. The internship may be repeated to a maximum of 6 credits. Prerequisites include: major in Communication Studies and approval of Internship Proposal form.

***Finding an Internship:*** It is the student's responsibility to establish the internship. This includes, but is not limited to, primary inquiry with the proposed organization, interview, and training. There are several ways a student may establish an internship:

- Some internships are created by a sponsoring organization – the potential internship employer contacts the department with a proposal for an intern. Once approved by the faculty, students will then be invited to apply.
- Some internships might be available through the Telecommunication Studies area. Please contact the internship coordinator in the Telecommunication Studies area or discuss this option with the department chair.
- Most internships opportunities are discovered by students themselves. Sometimes the subject emerges in conversation with a possible employer; sometimes the student makes systematic inquiries until such an employer is identified.

In each case, this application must be completed and filed with the Department of Communication **before** a permit to register will be administered. A copy of the completed internship application form will be forwarded to the employer once all signatures are obtained, permission is granted, and the student has registered for the course. Additionally, a copy of the internship syllabus will be forwarded to the employer.

***PLEASE NOTE:*** There are two components to the communication studies internship: 1) the Academic Project and 2) the Work Project. Requirements for completion of the **ACADEMIC PROJECT** are outlined in the internship syllabus. Please consult the communication studies internship coordinator about these requirements and to obtain a copy of the internship syllabus. Requirements for the **WORK PROJECT** (on the back) are established by the employer.

**WORK PROJECT**

In this space, the employer should outline the work project. The employer should describe the specific project, study, and/or other work associated with the proposed internship. Include the beginning and ending date, estimated hours to be worked (weekly and semester), and product(s)/service(s) to be delivered to the employer (and the employer's clientele). Indicate some method by which the employer will be able to know the project/service is complete.

*Use extra paper if necessary.*

**EMPLOYER AGREEMENT**

I agree to permit and support this internship and to extend to it whatever institutional resources that may be required in order to facilitate its timely and proper completion. I also agree in the case of serious performance shortcomings on the part of the student, I will communicate with the communication studies internship director in a good faith effort to maximize the academic and institutional benefits of this internship. I also agree to submit an evaluation of the student's performance to the communication studies internship director by the specified date.

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer name (printed): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_