

Communication Internship Information Sheet

An internship is a unique educational experience. It should enable you to acquire new knowledge and skills while applying in the workplace some of what you've learned in your classes. It should also afford you the opportunity to learn about organizations, their goals, and how one succeeds and advances in the world of work. With that in mind, you're expected to be observant and ask your supervisors and coworkers for their help to not only do the work you're assigned but to learn how your work fits within the larger organization.

How to qualify:

- Be a communication major (Communication minors may also be considered)
- Complete 60 credits by the time you begin the internship
- Have a minimum GPA of 2.50

Steps to follow:

- Complete and submit a "Communication Internship Application" form
--Attach a resume and current transcript (download from the University website)
- Get internship placement contacts from the Internship Director, or locate your own placements
- Send the organizations/contact persons your resume with a cover letter stating your interest in an internship and requesting an interview. Expect to write, dress and speak in a professional manner. Arrive early for interviews. Send "thank you" letters following all interviews.
- When you are offered and accept an internship you may register for 3 credits. You'll need an "override" form signed by the Internship Director.
--You also must complete and submit the "Placement Information" form

What we expect:

- Work 100 hours, schedule to be negotiated with your supervisor
- Keep a weekly journal, describing what you did on the job each week, what you learned, any problems you encountered and how you handled them. The journal should be typed. Electronic submissions will not be accepted. Due dates for the journal will be posted outside the Internship Director's office.
- Write a 7-10 page final paper that describes your internship and relates course-work to your work experiences and responsibilities. Due date for the paper will be posted outside the Internship Director's office. Your paper should:
--Describe the organization, the kinds of work you did and how your job fit the organization's goals.

--Explain what you learned from the job that makes you more prepared for the future? How might this internship lead to future employment possibilities? How might you progress from that position to others in a consistent career path? Or, how could you apply what you learned in this internship to a different career path?

-- Comment on how the organization could improve, or improve its internship program? What would you do differently next time?

--Demonstrate that you interviewed at least one professional for their insights and consulted at least a couple of books/articles. The paper will be evaluated both for content and form. It must be "typed," double spaced, and follow standard citation guidelines. Electronic submissions will not be accepted.

Evaluation:

- Your supervisor will be asked for feedback on your overall performance including amount of time worked, quality of your work, timeliness, professional demeanor, accuracy, preparedness, and attitude. An unsatisfactory evaluation may result in a "No Pass" for the internship. In addition, you must submit your journal and final paper on the assigned dates. No journal, no paper, no pass.

Problems:

- Notify the Internship Director if a problem develops with your internship.

Contact:

Professor Susan Grantham, Internship Director, HJG E218, 768-4016,
comintern@hartford.edu