

TEXAS SOUTHERN UNIVERSITY



COMM 430 – Experiential Learning Internship Guidelines

School of Communication - Texas Southern University

Clyde E. Duncan, Jr., Ph.D. – Internship Coordinator

**TEXAS SOUTHERN UNIVERSITY
SCHOOL OF COMMUNICATION
INTERNSHIP -COMMUNICATION 430**

RULES AND REGULATIONS GOVERNING THE COURSE

Course Description: The integration of process and content acquisition through application and practice in real-life situations; structured part-time or full-time internships. 3 Hour Credit Course. Prerequisites: COMM 330 - Professional Development and Ethics, Junior or Senior standing and a minimum of 12 semester credit hours earned in a field of concentration in the Department.

GOALS OF INTERNSHIPS

Communication internships are designed to benefit both students and employers. Students receive practical experience in a communication-related career, while employers benefit from their skills and assistance, and may evaluate first-hand possible future employees.

STUDENT ELIGIBILITY AND EXPECTATIONS

Students must enroll in COMM 430 - Internship to receive academic credit (3) for the internship. Eligibility criteria include:

- Students must have 75 hours (junior or senior) of undergraduate credit completed toward one's degree.
- Students must have a minimum 2.3 GPA overall and 2.5 for major.
- Students must have been enrolled at TSU for at least one semester prior to enrolling in an internship.
- Transfer students must have completed a minimum of 12 hours Communication coursework at TSU prior to enrolling in an internship.
- Students seeking internships at sites that are not already posted by the Communications Department will be asked to present for approval a job description obtained from the employer to the Communication Internship Coordinator.

Students qualifying for the internship program are expected to meet high standards of personal conduct and professional ethics, as well as to maintain attention to punctuality, deadlines and cooperation with others. In short, students are expected to work hard and become an asset to the organization they are serving. For grading purposes, students must complete a Portfolio which will include: cover letter to the internship agency, resume, a daily or weekly log of their activities, time sheet, write a summary paper of their overall assessment of their experience, complete a self evaluation and a report on a special project (if assigned) during the internship. Three recommendation letters must be included, one from the internship supervisor. The portfolios are due one week prior to the end of the semester or immediately after their last official day of their internship and the completion of a minimum of 100 hours. Class participation and attendance is required.

EMPOLYER ELIGIBILITY AND EXPECTATIONS

The employer must meet the following criteria before an internship may be approved: The employer must offer an opportunity for the intern to apply, practice and develop skills and knowledge emphasized in one or all of the Communication major's four concentrations, Speech (intercultural, organizational), Journalism (print, broadcast), Radio, Television and Film and Entertainment. The employer must provide a minimum of 100 substantial working hours. Typically, this means work in mass media, public relations, advertising, production studios, teaching, employee training and development, or human resources fields. Employment staffing, event planning, domestic and international commerce, corporate sales positions, staff or management position that utilizes communication skills will be accepted for class credit.

- The School of Communication encourages students to seek positions where they will have a professional mentor and networking opportunities in the communication field. The supervisor is asked to assign a special project, if possible, to the student for completion. The Employer must supervise the student and work with TSU-School of Communication Internship Coordinator in reporting the student's progress and development on the job.
- The conditions of an internship should be established with the student before he or she reports. These include the nature of the internship, supervisory arrangements, specific responsibilities of the intern, compensation (if any), and work schedules. It is expected that employers will provide a safe environment in which students can work and the materials that students need to complete their assignments. Once the internship begins, employers should review the student's work with them regularly and treat them as professionals. The supervisor must also complete the employee's evaluation form, due one week before the last day of internship or classes.

DURATION, WORK HOURS AND CREDIT FOR INTERNSHIPS

Internships generally coincide with one of TSU's academic terms, with the internship beginning anytime before or during the COMM 430 class instruction period and ending the last week of classes, for a total duration of 10 to 12 weeks during Fall, Spring and Summer terms. Students must work a **minimum of ten hours per week, a total of 100 hours**. Beyond this, the number of hours per week a student works is dependent on the needs of the employer and the decision of the student.

REGISTRATION FOR INTERNSHIPS

Students must apply to the School of Communication's Student Service Coordinator to obtain approval to pursue an internship. This process involves an application, a screening for GPA, academic standing, and registration. If accepted and the student has obtained an internship he/she must get approval of job and job description for internships not already approved. If the job is approved, for Communication Internship credit (3 credits), students must enroll in CM 430. An Agency Verification/Internship Agreement form must be completed before the beginning of the work program and before the student can get credit for the internship.

APPLICATION GUIDELINES

Submit a completed typed application, resume, copy of transcript, three letters of recommendation and a three page, doubled spaced essay on "Why an Internship is Important to Career Growth" to Clyde E. Duncan, Jr., Internship Coordinator, MLK 233-Office, clyde.duncanj@tsu.edu-Email.

IMPORTANT DEADLINES

Departmental Approval: Students are strongly encouraged to obtain departmental approval and complete the necessary enrollment paperwork as soon as possible.

Application deadlines: Summer Semester- last working day in April/Fall Semester-last working day in June/Spring Semester-last working day in October by 5:00 PM.

Deadline for grading: The employer's evaluation form, the student's written assessment and the Portfolio are due no later than **one week before** the last day of the semester for the fall, spring and summer enrollment period.

INTERNSHIP CREDIT FOR CURRENT EMPLOYMENT

Students may receive internship credit for their current employment if the nature of their work meets the previously stated criteria. Current employment evaluation must be approved before credit is given. However, the coordinator may request that you continue with your employment but make a departmental or area change for your internship. For example, if the student works for a radio station in promotions, it will be suggested that the student apply for an internship position in production, sales, or broadcast. Thereby completing your internship with the same agency of employment and also giving you additional exposure and skills. **You must enroll in COMM 430. Internship credit can NOT be granted retroactively for past work without prior approval from the Internship Coordinator.**

GRADING

Grades are determined by COMM 430 documentation submission and by the employer's evaluation form and the student's Portfolio. Student's who receive an "F" in an internship will have to re-enroll in the course. All Internships should be completed within the semester enrolled in COMM 430. An "I" will only be given and approved for some unforeseen timeline problem on the part of either the student or the employer.

GUIDELINES FOR WRITTEN SUMMARY OF INTERNSHIP EXPERIENCE

School of Communication major interns are required to document their internship experience through (1) a daily or weekly log of activities, (2) a 2-3 page typed summary of "My Internship Experience" (3) a typed report on assigned special project, along with examples, DVD's, CD's or pictures. These, along with other Portfolio requirements and your supervisor's evaluation of your work and participation will determine your grade.

FORMAT

Please submit your COMM 430 documentation via email in a professional manner. Supervisor's evaluations may be given to you are emailed directly to the Internship Coordinator to: clyde.duncanj@tsu.edu

The Activity Log is a bulleted list of what you accomplished each day and/or week at your internship. List each specific task, for example:

- September 1st week – worked with supervisor on learning new editing software. Assisted in editing video.
- September 2nd week – went on location with station’s reporters. Learning to write news stories.
- September 3rd week - attended meeting on preparing story line follow-ups. (etc.)

The Written summary is a subjective analysis of your experience. Give your opinion and write in first-person about what you learned and what you found most and least valuable. The following are suggested as some of the areas you may wish to discuss in your report.

ACTIVITIES

Summarize what you spent most of your time on - major projects and tasks. Did you gain any new skills? Were your assignments substantive and meaningful? Were you exposed to a range of activities? Were there any skills you feel you need to brush up on to perform in this career field?

RELATIONSHIP(S) WITH EMPLOYER(S)

Were you treated as a professional? Were you provided with adequate instructions and guidance? How did your supervisor provide feedback? Were the employer’s expectations of work load and quality In line with yours?

IMPRESSIONS

Did your coursework at TSU – School of Communication, prepare you for the internship? Was the experience what you expected? What did you learn about the career or industry? What was most and least valuable and enjoyable about the experience? Has this experience influenced your career choices?

WORK SAMPLES

You are required to submit samples of your work with your report. If your internship involved writing or creating written materials or reports (i.e., news releases, articles, training materials, invitations, brochures, etc.), be sure to include this information as supporting materials when you hand in your assignments to meet the requirements of the course.

Deadline

All documents must be turned in to Dr. Clyde E. Duncan, Jr., School of Communication-Internship Coordinator, no later than one week prior to the end of the semester, unless told otherwise. **COMM 430 documentation turned in early is appreciated.**

REMINDERS FOR ALL INTERNS

Student documentation and Supervisor’s evaluations not received on time are subject to the following penalties:

FAILURE TO TURN IN DOCUMENTATION

If the above documents are not received by the specified time, **the student will receive a grade a “failing grade” - for the course.**

TURNING IN PARTIAL DOCUMENTATION All COMM 430 documentation and the supervisor's evaluation must be received by the specified time for completion of COMM 430.

STUDENT’S PORTFOLIOS MUST BE TYPED AND SUBMITTED VIA EMAIL FOR THE SUMMER 2020 SEMESTER

Portfolio email submission should be delivered in a professional manner. Examples of work should be included. **It is a student’s responsibility to remind their supervisors to return their evaluation forms in on time.**

ADDITIONAL QUESTIONS???

Contact the School of Communication Internship Coordinator, Dr. Clyde E. Duncan, Jr.

Email: clyde.duncanj@tsu.edu