

SCHOOL OF COMMUNICATION TEXAS SOUTHERN UNIVERSITY

EMPLOYER STUDENT INTERNSHIP INFORMATION

The TSU-School of Communication considers a successfully-completed internship to be an invaluable part of our student's education. If you are an employer seeking interns, please complete fax or email a request to the Internship Coordinator, Dr. Clyde Duncan, Jr., email: Clyde.Duncanj@tsu.edu

Your information will be shared with the students enrolling in CM 430 internship class and you will be contacted by the coordinator or an interested student intern. Your information will also be posted on a bulletin board in the MLK Building, Tavis Smiley School of Communication

Students are required to work as an intern at least 100 hours during the semester. They must evaluate and write a report on their experience and a report on a special project, if given one. They must keep a record of their time and a daily log of their work. At the completion of the semester and the successful completion of the requirements (a portfolio) the student will receive 3 hours credit and a grade for the course.

Employer 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 tracks, Speech, Journalism, Telecommunications (radio, television, film) and/or Entertainment.
- The employer must provide a minimum of 100 **substantial** working hours. Typically, this means work in media, advertising, public relations, record labels, production studios, teaching, employee training and development or human resources fields. Sales positions, telemarketing, and staff or management positions that utilizes communication skills, will be accepted for class credit.
- The Department encourages opportunities where students will have direct intern mentoring and supervision as well as networking possibilities. The Employer must supervise the student and work with the TSU-Tavis Smiley School of Communication Internship Coordinator in reporting the student's progress and development on the job and provide a performance appraisal/evaluation for each intern.

The conditions of the 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, necessary materials and equipment to complete tasks and an opportunity to apply and develop skills. Once the internship begins, employers should review the students' work with them regularly and treat them as professionals. The supervisor must also complete the employer's evaluation form, due one week before the last day of classes. Reports turned in early are appreciated.

Communication with TSU

At the beginning or prior to the internship the employers will receive an Agency Verification Form, verifying participation in the internship program, the student's hours, job duties and

responsibilities. There is an agreement to be signed by the participating agency and the student intern. The Internship Coordinator will schedule appointments during the working period to meet with the intern and the supervisor to assess progress and counsel with the intern.

Answers to frequently asked questions from employers:

Q: Do I need to pay an intern?

A: It is not necessary to offer a salary or stipend for internships because the main purpose of the internship is the experience and to gain academic credit; however those that do tend to be more attractive to students and to fill the fastest. Payments currently range from minimum wage up to \$12 per hour. Other internships offer lump-sum stipends paid at the end of an internship or made in several payments throughout the internship period.

Q: Must the intern be enrolled in CM430 in order to accept him/her?

A: If the student wants to get credit for the internship he/she must be enrolled. However, you may accept a student that applies from Tavis Smiley School at any time because we encourage our students to have several internships.

Q: How can I get an intern immediately?

A: Please state the timeframe for your request, because many prospective interns planning on enrollment in the course may be able to start an internship early (prior to enrolling), and continuing during enrollment. There are other students that are looking for internships that are not for college credit. Send the information to the Communication School Internship Coordinator and the position will be posted.

Q: What if the intern doesn't work out?

A: While we hope problems with TSU student interns will be rare, we encourage employers to: 1) immediately discuss with the intern any concerns they have about his/her performance, and if possible, to allow the student to correct the deficiency; and 2) report the problem to the Internship Coordinator, Vanya Gamble, ext 6889. If deficiencies are not addressed to the employer's satisfaction, the student may be removed from the internship. Employers who dismiss an intern must let the Communication School know about this decision immediately.

Q: Can I keep the same intern more than one term?

A: A student can only earn 3 credit hours for an internship; they will not have to register in the class again. If the internship is successfully completed and it is mutually agreed on by the student and the employer to remain in the position then the fulfillment of the course requirements have been completed and that agreement or contract is between the student and the employer.

If you have additional questions, please contact Dr. Clyde Duncan, Jr., Coordinator of Professional Development, clyde.duncanj@tsu.edu