STATEMENT OF GOALS & OBJECTIVES – The university defines an internship as:
“... an education plan which integrates classroom experience and practical work experience in industrial, business, or government work situations. It allows students the opportunity to translate academic theories and principles to action, to test out career interests, and to develop skills and abilities through carefully planned and supervised programs related to the degree they are seeking.”

REQUIREMENTS
- By the time you apply for an internship you must have a cumulative GPA of at least 2.50.
- By the time you begin the internship you must have completed at least 80 credit hours.
- You must have completed appropriate course work that matches the experience – including having finished a minimum of six courses in the major, three of which are in your area of concentration.

As a requirement for graduation, students majoring in Communication Studies must complete an internship, either paid or volunteer. Internships should be completed toward the end of your studies. You are responsible for securing the internship site, subject to approval by your advisor and the department chair. If you do not meet the minimum GPA requirement, you must consult with your advisor to construct an alternate plan for taking an additional 400 level class in the major at Bloomsburg University. You should obtain the form, “Internship Alternative Plan,” from your advisor or the department office.

No internship will be approved nor may it begin unless an active affiliation agreement is in place. See the university’s internship website: [http://www.bloomu.edu/professionalu](http://www.bloomu.edu/professionalu) for information about affiliation agreements and the process of applying for an internship.

DEADLINE FOR APPLICATION
If there is NO active affiliation agreement on file, you must meet with your advisor to submit a request for an Affiliation Agreement:

<table>
<thead>
<tr>
<th>Semester of proposed internship</th>
<th>Deadline for Affiliation Agreement Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>October 20</td>
</tr>
<tr>
<td>Summer</td>
<td>March 20</td>
</tr>
<tr>
<td>Fall</td>
<td>May 15</td>
</tr>
<tr>
<td>Winter</td>
<td>October 20</td>
</tr>
</tbody>
</table>

Once you have submitted a request for Affiliation Agreement, or if your site already has an Affiliation Agreement, your application materials should be submitted by the following dates in order to guarantee your internship is approved by the start date:

<table>
<thead>
<tr>
<th>Semester of proposed internship</th>
<th>Deadline for internship application</th>
<th>Report your cumulative GPA as of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>November 30</td>
<td>previous August</td>
</tr>
<tr>
<td>Summer</td>
<td>April 30</td>
<td>previous December</td>
</tr>
<tr>
<td>Fall</td>
<td>June 15</td>
<td>previous May</td>
</tr>
<tr>
<td>Winter</td>
<td>November 30</td>
<td>previous August</td>
</tr>
</tbody>
</table>
POLICIES

- For each academic credit earned, you must complete a minimum of at least 40 hours of work. Thus,
  - a 3-credit internship requires at least 120 hours of work,
  - a 6-credit internship requires at least 240 hours of work,
  - a 9-credit internship requires at least 360 hours of work.

- A single internship may receive three (3) to nine (9) academic credits. In our current curriculum, only three credits count toward the major; therefore any additional credits will count as free electives.
- Only in extraordinary circumstances may students undertake a second internship. If you have a second major, a minor, or a career concentration with such requirements, consult both advisors well in advance. If approved, a second internship must be with a different focus in a different organization. In any case, your total internship credits may not exceed nine (9).
- If you fail one internship, you will not be permitted to attempt another. Rather, you will be required to construct an alternate plan to complete the necessary credits, subject to the approval of your academic advisor and the department chair.
- You must complete required paperwork during the semester prior to the internship experience.
- You must pay regular tuition per credit.
- Your internship grade will be assigned as P (pass) or F (fail). It will not affect your GPA.

APPLICATION PROCEDURE

1. OBTAIN DEPARTMENTAL INFORMATION AND MEET WITH YOUR ADVISOR

   Meet with your academic advisor to obtain the departmental policy statement and discuss the internship process. Although most students select their academic advisor to instruct the internship, you are not required to do so. As you obtain more specific information, continue to discuss your plans with your advisor and/or with a faculty member in the department who will serve as your instructor for the internship.

2. START TO LOCATE YOUR INTERNSHIP, by using resources including the following:
   - Visit the Academic Internship office in the Career Development Center, Student Services Center.
   - Search for an internship on the internship office’s website: http://www.bloomu.edu/professionalu
   - Attend on-campus and off-campus “career fairs” where employers are represented.
   - Use your personal network and library reference materials.
   - Visit the departmental website located at http://departments.bloomu.edu/csta/
   - Look at the database book kept in the departmental office concerning previous student assignments.

3. MAKE SITE CONTACT
   - Contact potential sites via telephone, e-mail, and/or personal visits.
   - Distribute your résumé and write a cover letter (consult the Career Development Center if needed).
   - Request the opportunity for an interview.

4. FIND OUT IF AN ACTIVE AFFILIATION AGREEMENT IS IN PLACE
   - If an active Affiliation Agreement exists, continue with the application process.
   - If no active Affiliation Agreement exists, meet with your advisor to initiate an agreement. This process may take up to 8 weeks and some sites may refuse to sign one, so plan accordingly (submit your request early, have a back-up site, etc.)

5. BEGIN FILLING OUT THE “509 APPLICATION FORM” (available from the internship office at:

6. REQUEST NECESSARY DOCUMENTATION FROM YOUR POTENTIAL EMPLOYER
   - Ask the employer to provide a job description on company letterhead.
   - Also request a formal letter of invitation, detailing internship dates and expectations.
7. WRITE A PERSONAL “STATEMENT OF LEARNING OBJECTIVES”
This should be a one to two page typewritten essay or a letter written to your academic advisor. Keeping the job description in mind, it should state in your own words what you expect to gain from this experience.

Typical information might include:
- Why you chose this employer and this job description
- What you hope to learn during the assignment
- Which departmental courses seem to have best prepared you for this opportunity
- How your personality, character traits, and work habits may suit you to succeed in this assignment
- How this internship fits into your overall career goals and plans

8. SUBMIT BU PAPERWORK TO YOUR INTERNSHIP ADVISOR
- Complete the “509 application form”
- Attach the job description from your potential employer
- Attach the letter of invitation from your potential employer
- Attach your own “statement of learning objectives”

9. VERIFY YOUR INTERNSHIP
- Once materials are submitted to your advisor/instructor, they will be distributed for signature to the necessary campus offices. Once all approvals have been obtained, the registrar’s office will automatically schedule the internship. You should verify your schedule through ISIS, the department secretary, or the office of the registrar. Internships will only be scheduled after the Dean has approved your internship and an active Affiliation Agreement in place. You will not be registered for internships credits and may not begin your internship until these requirements are met.
- If you fail to submit an internship application to your advisor by the deadline, you will have to defer your internship to a future semester.

RESPONSIBILITIES
Any concerns about these responsibilities should be immediately reported to the department chair.

STUDENT
- Maintain contact with your faculty instructor in person, through instructor visitations at your work site, on-campus meetings, by telephone, by FAX, and/or by e-mail. You should negotiate this with your faculty instructor prior to beginning your internship.
- Complete the required hours of work according to the agreed-upon schedule.
- Maintain a written log of your hours and a journal summarizing your activities and relating the experience to your academic program. Submission of logs and journals is mandatory in order to obtain a final grade for the experience.
- In conjunction with your faculty instructor, agree on what additional materials will be expected from you in addition to the log and journal: such as one or more major papers, a portfolio indicating outcomes of work completed, and/or a final paper.
- Complete an Internship Summary Form and a Student Assessment of Internship Form (these forms are included in this packet or can be obtained from your faculty instructor) and return it to the faculty supervisor.

ON-SITE SUPERVISOR
- Provide a written job description and letter of invitation on company letterhead.
- Assign, coordinate, and oversee the student’s on-site tasks.
- Provide a quality mentorship to enhance the student’s experience.
- Be available for contact with the faculty instructor.
- Evaluate in writing the student’s performance. The Employer Evaluation Form is included in this packet and is available at the departmental website - http://departments.bloomu.edu/csta/
FACULTY INSTRUCTOR

- Make a pre-experience contact with the on-site supervisor to discuss the proposed experience and clarify responsibilities.
- Make contact during the assignment with both the student and the on-site supervisor by telephone, in-person, or email.
- Ensure that the on-site supervisor receives, completes and returns the “Employer Evaluation of Student Intern” form. **Faculty member is responsible for forwarding a copy of this form to the department office.**
- Ensure the student receives, completes and returns the “Internship Summary Form” to the faculty supervisor. **Faculty member is responsible for forwarding a copy of this form to the department office.**
- Evaluate the student’s performance, based on information from the on-site supervisor, the student’s log, the student’s journal, the student’s paper(s) and/or portfolio, and your observations. Report the grade by the semester deadline.
## INTERNSHIP INFORMATION:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>_________________________</td>
</tr>
<tr>
<td>Address during Internship</td>
<td>______________________________________________</td>
</tr>
<tr>
<td>Phone during Internship</td>
<td>( ) ________________________</td>
</tr>
<tr>
<td>E-mail during Internship</td>
<td>________________________</td>
</tr>
<tr>
<td>Internship site</td>
<td>______________________________________________</td>
</tr>
<tr>
<td>Internship Site Supervisor Name</td>
<td>________________________</td>
</tr>
<tr>
<td>Supervisor’s Phone</td>
<td>________________________  Supervisor’s E-mail: ________________________</td>
</tr>
<tr>
<td>Dates of Internship</td>
<td>________________________</td>
</tr>
<tr>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Summer (Session # _____)</td>
<td>Credit Hours: _____</td>
</tr>
</tbody>
</table>

## REQUIRED PAPERWORK: (Faculty--please check off receipt of the following items)

- [ ] University 509 Form
- [ ] Job Description on Company Letterhead
- [ ] Invitation from supervisor indicating dates of internship
- [ ] Student Learning Objectives

### Forms of Evaluation: (Faculty--please mark all that apply)

- [ ] Logs: Daily or Weekly
- [ ] On-site Evaluation by Faculty
- [ ] Journals
- [ ] On-campus Meetings with Faculty
- [ ] Final Paper
- [ ] Other Contact with Faculty (phone, e-mail)
- [ ] Portfolio
- [ ] Employer Evaluation (written)
- [ ] Minor Papers

### NOTES:
Written Project Guidelines*

*Note: Assignment requirements and evaluation procedures at advisor’s discretion

Logs
- Daily or weekly log of hours as requested by faculty supervisor/instructor
- Typed with name, site, and dates covered in log

Journal
- Summarize what was done during the course of the day or week (e.g., what was accomplished, what new connections were made between communication and the workplace, what problems arose, what are ongoing problems)
- Relate the internship to your academic, classroom, and/or textbook knowledge
- Offer observations about the organization, your supervisor, fellow workers, the nature of your position, and their interactions—as it relates to your position

Final Project (examples listed below)
- Portfolio – Possible inclusionary items: cover letter and resume, completed projects, research collected pertaining to the position
- One Final Paper – one paper approximately 8-10 pages. Possible topics: your position or a related career, organizational communication conflict and/or management, power relations or hierarchical structures, group think, applying organizational or other communication theor(ies)
- Multiple Small/Minor Papers – three smaller papers (2-4 pages)

*Some wording taken from an earlier version of the Internship Syllabus.
Internship Summary Form

Please use this form to summarize your internship experiences. This form is to be filled out after the internship is completed. The results of this form will be shared with other students.

Circle your area of study:
- Interpersonal Communication
- Leadership & Public Advocacy
- Organizational Communication

Please identify the courses that helped you the most in succeeding in your internship.
1) ____________________  2) ____________________  3) ____________________

Please circle/identify how you found the internship:
- Internet Search
- Friend/Family
- Internship Office
- Faculty member
- Other ____________

Name of company/organization where you interned? __________________________

Department within the organization (If applicable): __________________________

Address: ________________________________________________________________

Job description summary: __________________________________________________

Key things you learned: _____________________________________________________

Number of credits earned: ______  Dates of internship experience _______________

Was this a paid internship? No/Yes ________ $ per hour?

Would you recommend this internship experience to future students? Yes/No

Why or why not? __________________________________________________________

Name of supervisor at the organization where you completed the internship? __________

Site Supervisor’s Phone #________________________ Site supervisor’s e-mail: __________

Faculty Supervisor Name________________________

Would you be willing to be contacted by future students to answer questions about your internship experience? If so please fill in the following information:

Your name________________________  phone #________________________  e-mail________________________
Internship Summary
Student Assessment of Preparedness for Internship
Department of Communication Studies
Bloomsburg University

Instructions: After the internship has been completed, you should fill out this assessment of how well your coursework in Communication Studies prepared you with the knowledge and skills you would need for your internship. You should submit this assessment to your internship advisor along with the final paperwork for completing the internship. This form will not be shared with other students.

Student Name ________________________ Internship Site ______________________

Experience Dates (begin/end): ___________________________ # of Hours worked: __________

What was the quality of your coursework in preparing you to succeed in the following areas?

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication Skills</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Written Communication Skills</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Ability to Think Critically</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td>□</td>
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<tr>
<td>Decision-Making Skills</td>
<td>□</td>
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<td>□</td>
</tr>
<tr>
<td>Use of Technology</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>□</td>
<td>□</td>
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<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Ability to Work in Teams</td>
<td>□</td>
<td>□</td>
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<td>□</td>
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<td>□</td>
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<tr>
<td>Conflict Management</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Respect for Diversity</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Overall Performance</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Please provide any additional comments regarding your evaluation of how well your coursework prepared you for your internship in the space below:
Employer Evaluation of Student Intern  
Department of Communication Studies  
Bloomsburg University

**Instructions:** After the internship has been completed, we invite the immediate supervisor to evaluate the student, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. We encourage you to share this report with the student if appropriate. Please mail, fax, or e-mail, whichever is convenient.

Student Name ___________________________ Organization _______________________________

Experience Dates (begin/end): ___________________________ # of Hours worked: ___________________________

Please rate the intern in the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Respect for Diversity</td>
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<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Overall Performance</td>
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<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Additional Remarks: __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Has this report been discussed with the student? Yes No

Supervisor’s Name and Title __________________________________________________

Telephone (      ) ___________________ E-mail ________________________________

Signature (type or print) ___________________________ Date ______________

**Please mail, e-mail, or fax to:**
Department of Communication Studies
1102 McCormick Center, Bloomsburg University, 400 E. Second Street, Bloomsburg PA, 17815
(570) 389-4184 * FAX: (570) 389-3516 * kdiltz@bloomu.edu