Communication Internship — COMM 367
Syllabus

Introduction
The communication internship is designed to give you professional experience in your chosen area study. You should look at it as an opportunity rather than work. You will earn academic credit but will probably not be paid by the organization for which you intern. However, you will be richly rewarded in other ways. The internship should give you:

1. A chance to work with the employer of your dreams.

2. An opportunity to network. You will meet influential leaders in your field who can later guide you and help you reach your goals.

3. Apprentice knowledge. After your internship, you should practice the skills you have learned in the classroom and better understand what would be required in an entry-level job in your field of study.

4. Possible job offers. Either in your internship company or through the influence of those you meet, you may well find your first career job.

The internship will count for 1 or 2 hours of academic credit, based on your needs. The requirements for the internship are the same, whether you take it for 1 or 2 hours.

The requirements to complete your internship are listed below. *All of the requirements must be met in order to earn a passing grade in the internship class.*

1. **Talk to your academic adviser.** Consider your preparation, your desires, your possible accommodations in the internship city, and the potential companies. Your adviser has access to a database of internships students in the Department of Communication have worked in recent years.

2. **Choose an internship company.** The internship should have a full-time supervisor who functions in a communication role. Call or visit the internship supervisor to find out about availabilities and procedures. Remember many internship opportunities have application deadlines. We will be happy to contact internship supervisors to inform them of our requirements. You should consider living accommodations for the location you choose.

3. **Complete the internship pre-approval form.** The form requires your signature, and the signatures of your academic adviser, and department chairman. Once you have completed the pre-approval form and secured all of the appropriate signatures, submit the form to the Department of Communication’s administrative assistant. The administrative assistant will enroll you in the internship class and prepare an internship folder for you. You must submit the pre-approval form and be enrolled in the internship class BEFORE you start working the internship. Academic credit for internships will not be given retroactively.
4. **After completion of the internship (240 hours):**
   a. Deliver the evaluation form to your immediate internship supervisor. Your supervisor should complete the evaluation form and return it to the Department of Communication via email, fax or snail mail.
   b. Write your internship paper, being candid and open about your experience.
   c. Fill out the internship credit form (and return it to your internship advisor along with your internship paper).
   d. Schedule a debriefing meeting with your academic adviser after your internship.
   e. Complete all assignments by the end of the term in which you are enrolled.

**Outline of Responsibilities**

1. **Responsibilities of the Student:**
   - Request help from your faculty adviser.
   - Choose and pursue an internship outlet. The internship should have a full-time supervisor who functions in a communication role.
   - Complete and submit the internship pre-approval form to the Department of Communication office *after* having it signed by your advisor. The department's administrative assistant will enroll you in the internship class. You must submit the pre-approval form and be enrolled in the internship *BEFORE* you start working the internship. Academic credit for internships will not be given retroactively.
   - Work internship. (240 hours are required.)
   - Write a thank-you letter to the company at completion of internship.
   - Write internship paper following guidelines listed in this packet.
   - Attach completed internship credit form to your internship paper and give both to your advisor.
   - Complete all assignments by the end of the term in which you are enrolled.

2. **Responsibilities of the Faculty Adviser:**
   - Provide intern with information.
   - Advise intern with suggestions and answers to questions.
   - Read internship paper and supervisor's evaluation and assign grade.
   - Send paper and credit form to the Department of Communication office.
   - Hold a debriefing meeting with student after the internship.

3. **Responsibilities of the Department:**
   - Provide internship packet and forms.
   - Prepare folder for student internship records. (At completion, a student folder will include the pre-approval form, supervisor's evaluation, internship paper, and credit form.)
   - Send letter to companies that officially request internship documentation.
   - After completion, send suggested grade from student's adviser to the registrar.
Performance Requirements
The Department of Communication expects you to represent Harding well. If you are on academic probation, the department may not allow you to enroll in the internship. Please consider the following:

Your work
For the actual internship, you must complete at least 240 hours of work with your assigned organization. These hours are usually completed during the summer but may be taken during any academic session. The 240 hours may be accrued with any schedule that is agreed to with your internship organization. For example, you could work 40 hours for 6 weeks, 30 hours for 8 weeks, or 20 hours for 12 weeks. Please keep in mind the requirements of your supervisor.

You are to treat this internship as you would any employment. Follow the working rules of the company and be prompt with your scheduling. If you are to arrive at 9 a.m., don’t come in at 9:15. Similarly don’t be a “clock watcher.” Remember, the hours you work are for your benefit — the more hours, the more benefit.

Do everything within your power to learn every aspect of the business. Ask for extra work; seek other areas of service; knock on your supervisor’s door and keep him or her apprised of your growth. Make every moment count. Try to avoid the mundane by looking for growth experiences. Look for work. You will be repaid tenfold. Talk to people who are in a position to help you find the job you are looking for. If you want a job with the internship organization, say so. Many interns find work with the company where they interned.

The paper
Don’t look at it as a “term” paper to be dreaded. Rather, it should be a recounting of the experiences you’ve had in the Department of Communication and with the internship organization. We value your open comments and use them as an assessment tool to help us improve. This paper is to be submitted to your faculty adviser at least one week before the last day of the semester in which you are enrolled. If you are still fulfilling the requirements of your internship at this time, you must communicate with your adviser or the department’s administrative assistant.

Your paper should represent the work of a college senior who has taken English and writing classes. It should be grammatically correct and neat in appearance. It should be about 5-6 pages in length (12-point normal typeface). Keep a daily log of your experiences and you will easily be able to recall your experiences for the paper.

The paper should include the following five parts:
1. Describe the work performed during the internship.
2. Evaluate the practical knowledge and experience gained during the internship, using specific examples.
3. Evaluate the adequacy or inadequacy of the Department of Communication’s program at Harding to prepare you for the internship.
4. Evaluate the way Harding has or has not prepared you for your future career.
5. Provide a general reaction and suggestions about the internship program.
Pre-Approval Form for Internship

Submit to the Registrar’s Office by the beginning of the internship term, 
June 1st for summer internships.

Student Name: ___________________________ H Number: ___________________________
Phone: ___________________________ Email: ___________________________
Internship Start Date: _______________ Internship End Date: _______________
Course Prefix: ___________________________ Course Number: ___________________________
Course Title: ___________________________ Credit Hours: ___________________________
Semester & Year Enrolled: ___________________________ Instructor: ___________________________

Information regarding the internship position:

Name of Business or Organization: ___________________________
Address: ________________________________________________________
_________________________________________________________________
Name of Immediate on-site supervisor:
_________________________________________________________________
Position: ___________________________ Phone: ___________________________
Description of Internship Position, expected responsibilities, and mandatory academic criteria:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Authorization for the Internship

Supervisor: By signing this document, I agree to supervise and evaluate the student named above 
during the stated internship period.

Supervisor’s signature: ___________________________ Date _______________

Faculty member: By signing this document, (1) I certify that this student meets our departmental/ college prerequisites, (2) I will be responsible for the administrative duties regarding this internship.

Faculty member’s signature: ___________________________ Date _______________

Dean or Chair: By signing this document, I approve this internship according to the terms stated above.

Dean or chair’s signature: ___________________________ Date _______________

Student: By signing this document, I agree to meet the terms of this internship, as stated above.

Student’s signature: ___________________________ Date _______________

I use federal loans to pay tuition, and request that Summer internship tuition charges be delayed until the Fall semester when those federal funds are available: yes no

Are you a National Merit or Trustee Scholar? yes no
Harding University
EMPLOYER'S EVALUATION OF INTERNSHIP

Student or Supervisor should submit this form to the Department/Instructor.

Student’s name ___________________________ Internship Dates ___________________________
Employer ___________________________ Location ___________________________

INSTRUCTIONS: The intern student's supervisor should complete this form and discuss it with the
student near the end of the work term. More frequent counseling with or without the form is
encouraged to enhance communication regarding the student’s performance and facilitate student
development during the course of the work term. The student has the responsibility for ensuring that
the completed form is returned to the supervising faculty member. Attach extra sheets if space allotted
for responses is not sufficient.

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<thead>
<tr>
<th>SKILL (please check appropriate response)</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Possesses necessary technical knowledge and skill</td>
<td></td>
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<td>2</td>
<td>Adapts to change work assignments and situations</td>
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<td>3</td>
<td>Able to cooperate and work with other people</td>
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Please comment on skill deficiencies or exceptional skills:

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<tr>
<th>PERFORMANCE (please check appropriate response)</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>4</td>
<td>Listens and carries out instructions</td>
<td></td>
<td></td>
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<td>5</td>
<td>Works effectively without close supervision</td>
<td></td>
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<tr>
<td>6</td>
<td>Meets deadlines and schedules</td>
<td></td>
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<td>7</td>
<td>Produces acceptable quality of work</td>
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<tr>
<td>8</td>
<td>Produces acceptable quantity of work</td>
<td></td>
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<td>9</td>
<td>Demonstrates ability to make decisions appropriate help</td>
<td></td>
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<td>10</td>
<td>Shows problem-solving ability</td>
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Please comment on performance deficiencies or exceptional performance:
<table>
<thead>
<tr>
<th>ATTITUDE (please check appropriate response)</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>11 Accepts responsibility and is a self-starter</td>
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<td></td>
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<tr>
<td>12 Exhibits interest and enthusiasm about job</td>
<td></td>
<td></td>
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<tr>
<td>13 Maintains appropriate dress and grooming habits</td>
<td></td>
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<td>14 Maintains good attendance</td>
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<td>15 Adheres to organizational regulations</td>
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</tbody>
</table>

Please comment on attitudinal deficiencies or exceptional attitude:

**ADDITIONAL COMMENTS ABOUT PERFORMANCE AND/OR AREAS FOR IMPROVEMENT** (optional)

**SUPERVISOR’S OVERALL EVALUATION OF STUDENT’S PERFORMANCE** (Please check one appropriate response)

- **Exceptional Performance.** Student exceeded all expectations.
- **Very Good Performance.** Student performed as well as or better than expected.
- **Average Performance.** Student performed satisfactorily, though some improvement is needed in one or several areas.
- **Marginal Performance.** Student requires substantial improvement in one or several key areas.

Evaluation has been discussed with student?  
[ ] Yes  [ ] No

Supervisor’s Name (Print) ___________________________  Phone ___________________________

Supervisor’s Signature ___________________________  Date ___________________________
Internship Credit Form

(Return this form with internship paper to Department of Communication secretary after
the internship is finished.)

Student ____________________________________________

H# ___________________ Cell Phone # _____________________ Email _________________________

Major ____________________________________________

Faculty advisor ______________________________________

Intern organization __________________________________

Contact person ______________________________________

Address __________________________________________

Phone _____________________________________________

Email _____________________________________________

Was this a paid position? ____________________________

Dates/hours of internship ____________________________

Type of work experience gained ______________________

__________________________________________________

Supervisor evaluation received __________

Grade ____________

Internship paper completed __________

Internship contact info in database _____________

Copy of evaluation for assessment purposes __________

Internship grade __________

Faculty Advisor Signature _________________________

Date __________

Faculty Advisor: After grade is assigned, please return this form with the completed
internship paper to the department secretary for filing.