

COMS/JOUR 195

Internship Orientation Meeting

Fall 2009

Dr. Robert Humphrey, **Internship Coordinator** | humphrey@csus.edu
(916) 278-7895 | MEND-5013 | Fall 2009 Office Hours: M/T/W/Th: 1:30pm-3pm, 4:15pm-5pm

Terran Odell, **Internship Assistant** | comsintern@csus.edu
(916) 278-5316 | MEND-5025 | Fall 2009 Office Hours: M/W 10am-2:30pm, T/Th 10am-1pm

Internship website: <http://www.asn.csus.edu/coms/interns/pages/Intern%20Index.html>
Prerequisites: COMS 100A or JOUR 130

Types of Internships and Steps for Successful Completion

Pre-approved Internship

These are internships listed on the COMS Internship website or in the Black Binders in COMS Office.

- Choose an internship. You are responsible for placement at the agency
- Register for correct # of units through MyCSUS (Default is 1 unit online, you must manually change it)
DEADLINE: Sept. 11, 2009
- Turn in Regular Application
DEADLINE: Sept. 18, 2009
- Paper # 1 Due (Guidelines on Website)
DEADLINE: Oct. 21 by Noon
- Paper #2 Due (Guidelines on website)
DEADLINE: Dec. 9 by Noon
- Supervisor's Evaluation Due
DEADLINE: Dec. 9, 2009

Create Your Own (CYO) Internship

These are internships obtained on your own and are subject to approval by the Internship Coordinator.

- Find your internship and meet with your supervisor. Have him/her fill out and SIGN "Supervisor" section of the CYO Application.
- Register for correct # of units through MyCSUS (Default is 1 unit online, you must manually change it)
DEADLINE: Sept. 11, 2009
- Turn in completed CYO Application. Your internship will be reviewed.
DEADLINE: Sept. 18, 2009
- Paper # 1 Due (Guidelines on Website)
DEADLINE: Oct. 21 by Noon
- Paper #2 Due (Guidelines on website)
DEADLINE: Dec. 9 by Noon
- Supervisor's Evaluation Due
DEADLINE: Dec. 9, 2009

Teaching Assistant (TA) Internship

These are internships working with full-time faculty members and are typically limited to 1 unit.

- Meet with the professor and have him/her fill out and SIGN "Professor" section of the TA Application.
- Register through MyCSUS
DEADLINE: Sept. 11, 2009
- Turn in completed TA Application.
DEADLINE: Sept. 18, 2009
- Paper Due (TA paper guidelines on website)
DEADLINE: Dec. 9 by Noon
- Supervisor's Evaluation Due
DEADLINE: Dec. 9, 2009

General Information

- This is a Credit/No Credit class, you will not receive a "letter" grade
- If you do not complete the requirements, you'll receive an Incomplete and have 1 year to fulfill the requirements or your Incomplete turns into a failing grade.
- Keep copies of everything you turn in.
- A maximum of 6 units can be used to count toward your COMS major. (Limited to 3 for PR emphasis).
- Around 4th/5th week a "Contract" will be e-mailed to you and your supervisor.
- Please check your e-mail and pay attention to e-mails from Dr. Humphrey or COMS Intern.
- All forms and requirements are available online.
- Double check the units you're registered for. If you cannot correct your issues through My CSUS, please visit the COMS Department ASAP in MEND-5014.
 - 1 Units = 50 hours
 - 2 Units = 100 hours
 - 3 Units = 150 hoursMore units requires Internship Coordinator approval
- No feedback will be given on your papers unless there is a problem.
- We suggest you keep a weekly log of your internship activities to assist when writing your 6-8 page papers.
- Feel free to contact the Internship Assistant (Terran Odell) or Dr. Humphrey with questions or concerns.