

## REQUIREMENTS

This page describes the internship requirements. Please read this page carefully! It contains information you need to obtain academic credit for your internship. It is important to note that you receive credit for meeting all the requirements, not just for putting in hours.

**Start/Stop Dates:** Some internship's have start and stop dates which differ from the semester. Make sure you discuss with your agency supervisor exactly when you will end your internship. Also make sure you are in agreement as to whether or not you should report during holidays.

**Reports:** The major purpose of your writing is for you to learn from your experiences as an intern. Reflect on your experiences insightfully and creatively. Tell stories to back up your key points. Keeping a personal, daily log of your internship activities will help with the process. Many students have found these journals to be a valuable reference even after the internship is completed. You can use the information found in the journal to renew contacts with people you have met, as well as to remind you of ideas and projects you want to pursue. However, do not turn in your journal to us—it is for your personal use only. What we do want are two summary reports extracted from your log. Both reports should be 6-8 pages each with your name and the agency name on each page, 1" margins, 12 point Times New Roman font and double spaced. Reports that do not meet these guidelines will be returned for editing.

### **Requirements for Internship Papers Paper #1: for FALL '09 Semester is due by October 21, 2009 by 12 noon**

Please type answers to the following questions. Essay should be 6 pages.

- (1) Where is your internship and who is your supervisor?
- (2) What are your daily activities? What aspects of your daily activities have educational value for you? What proportions of your activities are educational? What portions of your activities are related to Communication Studies?
- (3) Were you academically prepared for this internship? If not, what preparation did you need?
- (4) Describe any problems you have encountered in this internship. What did you learn from the experience? What would you do differently next time?
- (5) Are the time requirements for this internship reasonable? Are they in line with your expectations? Do they interfere with your classes?
- (6) Describe the supervision at this internship. Are you comfortable with your supervisor(s)?
- (7) To what extent did your internship meet your expectations? Was our listing accurate in its description of the duties or time requirements of this internship?
- (8) In what ways might this internship be improved for you?

**Paper #2 for FALL '09 Semester is due by December 9, 2009 by 12 noon**

**It is important that this paper explains in detail how the internship is related to the student's major and concentration in Communication Studies or Journalism and be 6 pages in length.**

The **second** report should respond to the following (pay particular attention to d and e):

**Heading: Where was your internship and who was your supervisor?**

(a) What is your major/concentration? In what ways did this internship relate directly to your major and/or concentration?

(b) Describe your career plans. How does your internship fit with these plans?

(c) How has your coursework in the Department prepared you for this internship experience? What courses were particularly useful? Why?

**(d) How successful do you feel your academic program was in helping you develop the oral and written communication skills and reasoning skills you needed for this internship?**

**(e) Discuss the value of this internship as an educational experience. What were the most important things you learned? How might you have learned more?**

(f) Would you recommend this internship to other students? Why or why not?

(g) How could this internship be improved for students in future semesters?