

Internship Program

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INTERNSHIPS IN COMMUNICATION

GUIDELINES FOR PARTICIPATING AGENCIES

Internships are offered to majors (advanced juniors or graduate students) in Communication with a minimum grade average of B- in the major and who intend to pursue a professional career in government, business, industry, social agencies, and other related fields. The interns, having finished most of their classroom work, can benefit from a learning experience in a setting outside of the classroom where directed observation and work experience provide opportunities to apply theoretical knowledge to "real life situations."

GENERAL OVERVIEW

The curriculum of our Communication majors includes courses in: interpersonal communication, small group communication, communication analysis, conflict management, managerial skills, organizational communication, leadership, consulting, business and professional presentations, and other courses which develop knowledge and skills in communicating with other human beings. Although the skills obtained in our public speaking courses are not overlooked, it is no longer the primary focus of our communication program. The communication student, upon completing her/his program, is equipped for a broad area of professional responsibilities which include: management, sales, public relations, personnel, industrial relations, training and development, consulting, and politics and government. Our interns have been successfully placed in banks, churches, political headquarters, social service agencies, national and regional companies, and civic agencies to name a few.

ESTABLISHING AN INTERNSHIP

Any organization or agency desiring to place an intern should contact the Communication internship coordinator by phone or letter, indicating the basic nature of the internship available, and the organizational person who will serve as the intern supervisor. The internship should provide a capstone educational experience and all duties should directly relate to specific communication objectives. Upon receipt of this request and, depending on availability of student interns, a student will be sent to the organization for an acceptance interview. If the nature of the internship is acceptable to the organization and the student, then a contract will be drawn up involving the student, the agency supervisor and the Communication internship coordinator. The agency supervisor will provide periodic progress reports to the internship coordinator who will work directly with

her/him in evaluating the intern's progress and performance. The internship director may, from time to time, initiate site visits during the course of the semester. Internships outside of the Fresno area, while not ideal, are possible. The student's grade for the semester (credit/no credit) will be based on this joint evaluation process.

TIME REQUIREMENTS AND REQUIREMENTS

Internships are normally for a 12-15 week period coinciding with the semester in session. Interns are expected to spend from 8 to 12 hours per week (per 3 units of credit) at their internship duties. Intern agency supervisory responsibilities should consist of observation and duties which would assist the intern in integrating her/his knowledge with the practical operations of the organization. Normally, interns will not be paid; consequently they should not be performing perfunctory duties which a paid employee would usually perform. The specific responsibilities would be determined through joint agreement among the organizational supervisor, the intern, and the faculty internship coordinator.

COMM 179--Internship Completing An Intern Project

In order to receive academic credit for work under the communication internship course, the following information must be submitted to and approved by the internship coordinator.

1. Internship Contract: This document must be on file with the internship coordinator before the intern is officially enrolled in the course. The contract, which is appended to this document, includes the following:
 - a. Names, addresses, and phone numbers of intern, intern. agency and intern agency supervisor.
 - b. Clear statement of goals for the internship to be provided by the student with the advice of the agency supervisor. These goals should meet communication behavioral objectives for an internship.
 - c. A clear description of the intern's duties which are designed to meet the goals of the internship.
2. Progress Report: Before the end of *the eighth week of instruction*, the intern supervisor should submit the following:
 - a. A formal statement by the intern indicating his/her progress in the internship. The report should include any changes in objectives and duties as well as the intern's perceptions of how well the objectives are being fulfilled.
 - b. Completion of the Eight Week Progress Report form in which the intern supervisor indicates their perceptions of how well the intern is performing and the extent to which the initial goals of the internship are being met.

3. Final Reports: On or before the last regularly *scheduled day of instruction for the semester*, the following should be submitted:

a. Final Intern Report: the intern should submit a final report which includes:

- (1) the intern's perceptions of how well the objectives were met,
- (2) any specific accomplishments the intern thinks occurred during the internship,
- (3) a recommendation, with supporting statements, concerning the appropriateness of the intern organization for future potential internship replacements.

b. Final Supervisor's Report: the intern supervisor should submit the "Final Progress Report" form which includes:

- (1) the supervisor's perceptions of how well the intern accomplished the responsibilities of the internship,
- (2) a brief summary of the intern's strengths and weaknesses as observed during the internship period,
- (3) a recommendation concerning the grade which the intern should receive, either credit or no credit,

(4) final internship reports shall be kept on file in the department office.

COMMUNICATON INTERNSHIP CONTRACT

INTERN'S NAME _____
(NAME) (ADDRESS) (PHONE)

INTERN'S AGENCY _____
(NAME) (ADDRESS) (PHONE)

INTERN SUPERVISOR _____

PURPOSE/GOALS:

DUTIES: (in detail)

BEGINNING AND ENDING DATES:

SIGNATURE:

INTERN

INTERN SUPERVISOR

INTERN COORDINATOR

INTERNSHIP EIGHT WEEK PROGRESS REPORT

(to be received by the Internship Coordinator no later than the end
of the ninth week of classes)

INTERN'S NAME _____

INTERN'S AGENCY _____

INTERN'S SUPERVISOR _____

1. DESCRIBE THE QUALITY OF THE INTERN'S WORK:

2. DESCRIBE THE INTERN'S PROGRESS TOWARD CONTRACT
GOALS:

3. DESCRIBE ANY PROBLEMS HAVING TO DO WITH
ABSENTEEISM, TARDINESS, ETC.

4. IF YOU HAD TO ASSIGN A GRADE AT THIS POINT WOULD IT
_____ CR (Credit) _____ NC (No credit)

INTERN SUPERVISOR'S SIGNATURE

INTERNSHIP FINAL PROGRESS REPORT

(to be received by the Internship Coordinator no later than
the last day of classes)

INTERN'S NAME _____

INTERN'S AGENCY _____

INTERN'S SUPERVISOR _____

1. DESCRIBE THE QUALITY OF THE INTERN'S WORK:

2. DESCRIBE THE INTERN'S PROGRESS TOWARD CONTRACT
GOALS:

3. DESCRIBE ANY PROBLEMS HAVING TO DO WITH
ABSENTEEISM, TARDINESS, ETC.

4. ON THE BASIS OF MY OBSERVATION THROUGHOUT THE
INTERNSHIP PERIOD, I BELIEVE THE FOLLOWING GRADE
SHOULD BE ASSIGNED:

_____ CR (Credit)

_____ NC

INTERN SUPERVISOR'S SIGNATURE