

**OHIO UNIVERSITY**  
**SCHOOL OF COMMUNICATION STUDIES**  
**COMS 4910 INTERNSHIP GUIDELINES**

**ELIGIBILITY (DARS may be requested for proof):**

- Permission required
- COMS Major; Junior or Senior Standing; COMS 2350
- Overall GPA of 2.75

**INTERNSHIP CREDIT**

- Internships may be undertaken for 1 to 15 credits. Interns may register for as few as 1 credit hour or as many as 15 and may repeat the course up to the maximum allowed 15 credit hours.
- Only 3 credit hours may be counted as a COMS elective; any credit hours earned above 3 will be applied toward graduation.
- The number of credit hours earned is based on a ratio of **1:20** (i.e. 1 hour of academic credit for every 20 hours of work).
- Tuition and other fees apply when receiving internship credit.
- Credit **is not** available for internships completed before requesting credit.
- Students seeking internship credit **must** register for credit the semester during which the internship is undertaken. (For example, a student completing an internship for credit during summer must register for summer session.)

**INTERNSHIP REQUIREMENTS AND CRITERIA**

- **Contract:** Intern's immediate supervisor must complete, sign, and return the contract to the Internship Coordinator **before** the first week of work is completed.
- **Portfolio:** The portfolio will include at minimum the following four items (due the **Friday before the end of Fall, Spring, or Summer term**).
  1. A written reflection (10-15 pages) with examples of work that speak to the COMS student core objectives (Core Communication Knowledge and Skills, Social Process Skills, Critical Thinking Skills, Oral Communication Skills, Written Communication Skills, and Information and Technology Skills).
    - This paper should include an analysis and application of at least **three** communication theories appropriate to the student's internship and area of concentration, as well as an explanation of how these theories were manifested within the organization.
  2. An explanation of how the experience allowed the intern to identify personal strengths and weaknesses and a self-assessment as to how the intern improved upon their communication competencies.
  3. History and structure of the organization.
  4. Include artifacts that illustrate work performed during the internship experience (for example, social media stills, brochures, training manuals, etc.)
- **Internship Suggestions -- Journaling**
  - Consider keeping a journal of the experiences you are having and the tasks being accomplished.
  - Reflect on your performance so that you can provide a written critique at the end of the experience. You may want to devote particular reflections on how activities in which you are engaged are connected to specific courses or skills and theories within courses.

**SUPERVISOR EVALUATION**

- Internship supervisor must complete and submit a performance evaluation of the intern to the internship coordinator no later than the **Friday before the end of the term** (Fall, Spring, Summer).

**GRADING POLICY**

- The final internship grade will be based 50% on the portfolio and 50% on the supervisory evaluation.
- **COMS 4910 will be graded on a Credit/Fail basis if used toward graduation hours or a letter grade if being counted as a COMS Elective.**

**CONTACT:**

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