## INTERNSHIP TIPS

- **Journaling:** Consider keeping a journal of the experiences you are having and the tasks being accomplished during the internship.
  - 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.

- **Start early:** If you want to complete an internship during the summer, begin looking towards the end of the fall semester and throughout the spring semester. Ideally, your paperwork (application, contract, green slip) should be processed and you should be registered for summer session no later than the last two weeks of spring semester. For a fall internship, begin looking towards the end of the spring semester and throughout the summer. You will need to have all paperwork completed and be registered for COMS 4910 by no later than week two of the fall semester.

- **Where can I find an internship?**
  - Review the bi-weekly internship e-newsletters sent to your student email account by the Scripps Dean's Office.
  - Check out the FAQ's and the internship resources tab on the COMS web page at: https://www.ohiocommstudies.com/undergrad/internships

For further information or to schedule an appointment, contact:

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**OHIO** UNIVERSITY
1804

# Ohio University School of Communication Studies

# COMS 4910 Internship Guidelines

## ELIGIBILITY (DARS may be requested for verification)

- Must be a COMS major
- Must have either a junior or senior standing
- Must have completed COMS 2350
- Must have an overall GPA of 2.75
- Must have permission of internship coordinator (via green slip)

## INTERNSHIP CREDIT OVERVIEW

- Student interns may register for as few as 1 credit hour or as many as 15 credit hours and may repeat the course up to the maximum allowed 15 credit hours.
- Only 3 credit hours of COMS 4910 may be used to fulfill a COMS major elective; any credit hours earned above 3 will be applied toward graduation.
- The number of credit hours earned is based on a **1:20** ratio (i.e., 1 hour of academic credit can be earned for every 20 hours of internship work). For example, to earn 3 credit hours of COMS 4910, an intern must work a minimum of 60 hours.
- Tuition and other fees apply when receiving internship credit.
- Credit **is not** available for internships that are completed before requesting academic credit.
- Students seeking internship credit **must** register for credit the semester during which the internship is undertaken. For example, a student completing an internship during the summer must register for the summer session.

## GRADING POLICY

- COMS 4910 grades will be based 50% on the paper/portfolio and 50% on the supervisory performance evaluation.
- Letter grades (A-F) are awarded when COMS 4910 is taken for 1-3 credit hours; credit/fail is awarded when COMS 4910 is taken for 4-15 credit hours.

## INTERNSHIP REQUIREMENTS AND CRITERIA

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- **Application form:** Students seeking internship credit should contact the internship coordinator to request an **application form**. The form should be completed and emailed back to the coordinator.
- **Contract:** Intern's immediate supervisor must complete, sign, and return the contract to the internship coordinator **before** the first week of work is completed**.**
- **Supervisor evaluation:** Intern's immediate supervisor must complete and submit a performance evaluation to the internship coordinator no later than the Friday before the end of the term in which the internship is completed (Fall, Spring, Summer).
- **Paper/Portfolio:** The paper/portfolio, due the Friday before the end of the Fall, Spring, or Summer term, will include at minimum the following five items (use of APA formatting required, including title page, running heads, section headings, and a references page):

  1. A written reflection (10-15 pages) with examples of work that speak to the **six** 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).

  2. 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.

  3. 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.

  4. The history and structure of the organization.

  5. Artifacts that illustrate work performed during the internship experience; for example, social media stills, brochures, training manuals, call logs, photos of events, etc.

  **NOTE:** The 10-15 page requirement *does not* include the title page, references page, or artifacts.