

Internship in Communication (COMM591)

Student Internship Handbook

Internships are *both educational and professional* experiences. Indeed, the key distinction between a “job” and an “internship” is that the primary purpose of an internship is to learn.

Steps to getting an internship

1. Check you meet the criteria
2. Apply to internships
3. Secure an internship
4. Fill out provided internship registration form
5. Hand in the form to Internship Coordinator
6. Register for Internship Class
7. Complete Internship
8. Complete Internship Assignments/Forms
9. Done!

1. Check you meet the criteria

(Recommended due date: 2 months before registration opens)

You can confirm this information a few different ways. All of it is available on your PAWS account. **It is recommended you start by checking your own PAWS.** You can also be confirmed with CAL advising (UH-203), your faculty advisor, or with your internship advisor.

_____ I have a GPA of at least 2.5

_____ I have completed 90 units towards my degree

_____ I have completed at least 16 units in COMM at CSUSB

Educationally, an Internship in Communication can provide you with opportunities to apply the theories, skills, and judgment you've learned in your Communication courses in a professional context. Does that theory hold up in the "real world?" Do you *really* know how to carry out that skill at a high level? What is it *really* like to make tough judgment calls in your career field? By shadowing, training, and working under an experienced industry professional, an Internship in Communication can help you learn more about the field you have chosen to study. Additionally, you can take lessons from your internship *back* into the classroom to enrich your educational experience. It is for these reasons that the Department of Communication studies offers academic credit for internships and other forms of "experiential learning" (e.g., practica courses, student media involvement, community service projects, and research assistantships).

NOTE: An internship CAN count as practica credits towards your graduation requirement.

2. Apply to Internships

(Recommended due date: 2 months before registration opens)

Like jobs in many communication-related fields, internship opportunities are not always well advertised, so you'll need to look in different ways. Here are a few strategies you should pursue.

_____ I have my resume, linkedin and cover letter ready to go. (The Career Center can help with this)

_____ I have considered my likes and preferences in my field:

What Communication courses have you found most engaging, interesting, or important?

What extracurricular activities have you enjoyed

What professional Communication fields do you plan to work in?

What for-profit, non-profit, and municipal organizations employ these communication professionals?

_____ I have searched and applied for internships including: the [CSUSB's Career Center](#), [The CSUSB Comm Internships Page](#), Search on Handshake, Posting your resume to Handshake, Reach out to your personal network offering your services, Search for internships both [on campus](#) and [off campus](#), Email organizations and HR departments of organizations you are interested in (even if internships are not posted.)

_____ I have applied early, often and frequently.

_____ I have responded promptly to any requests I receive.

NOTE: Keep in mind, you may need to put yourself "out there" a LOT to produce a result from your efforts. It would be completely reasonable to apply to 100 internships a month or more in order to produce a result.

3. Secure your internship

(Recommended due date: 1.5 months before registration opens)

_____ I have kept an open mind and avoided ruling out opportunities too fast. (while avoiding scams!) Good internships can come in events, social media, marketing, production, editing, HR and in many different industries. There is something great to be learned from many internships.

_____ I attended all interviews, was professional, and arrived on time.

_____ I provided a verification letter plus any other documentation if requested. Some internships, especially with larger companies require a dept. letter verifying credit for your internship. A letter is included in this packet.

_____ I have confirmed a start date for me to arrive and begin working as an intern. I know where to go on my first day.

_____ I know who my internship site supervisor is. His or her name is _____ and he or she can be reached at _____
(email or phone)

_____ I have determined together with my internship site supervisor the number of hours this internship will be per week

Form on Next Page:

LETTER
DISCUSSING
COURSE CREDIT
FOR INTERNSHIP



College of Arts and Letters
Department of Communication Studies

Dear prospective internship provider:

This letter is to confirm that if selected, our CSUSB students who register and complete the Comm 591 internship will, in fact, receive credit for your internship.

This is contingent on a few important objectives:

1. The student will present you with internship registration form which he or she will need signed and completed before he or she can register for Comm 591. This form will confirm the agreement and the number of hours.
2. The student will need to be registered in a timely manner for Comm 591 for that quarter to receive credit. (Once registered, students may provide a copy of transcript to confirm registration in course- but this is only available AFTER registered)
3. The student will need to meet all objectives of his or her internship. This is the student's responsibility to complete in a timely manner.
4. Internship supervisor (you) will sign a few forms verifying completion. This is the student's job to provide you these forms in a timely manner.

While FERPA privacy regulations prevent us from confirming any details of the student's private information with the internship site or supervisor, provided that all these items are done in a timely manner, any student enrolled in the internship class will receive credit.

Should you have any additional questions, please do not hesitate to communicate with Jess Block Nerren, Internship Coordinator, at Jessica.nerren@csusb.edu, anytime.

A handwritten signature in black ink, appearing to be "JB", written in a cursive style.

Professor Jess Block Nerren
Jessica.blocknerren@csusb.edu

4. Fill Out Internship Registration Form

(Recommended due date: 1 month before registration)

This form is what will begin your registration in Comm 591 with CSUSB and with the Department of Comm. Studies. There is no such thing as getting this in too early.

_____ I have filled out the internship registration form including ALL parts that say “for the student to complete.”

_____ I have written down how many hours per week my internship will be. This determines the number of credits. Select one here AND on your internship form.

- _____ 6 hours per week at your internship is a two-unit internship,
- _____ 9 hours per week at your internship is three units,
- _____ 12 hours per week at your internship is four units,
- _____ 15 hours per week at your internship is five units

_____ I have signed the internship form

_____ I have provided the form to my Internship Site Supervisor for signature. (Note: Scan or hard copy or fax is OK)

_____ I have provided instructions to my Internship Site Supervisor on how to get this form back to me

Form on Next Page:

**INTERNSHIP
APPLICATION**



College of Arts and Letters
Department of Communication Studies

Internship Application

The CSUSB Department of Communication Studies internship program provides students with an opportunity to have an experience which is both educational and professional. The primary purpose of an internship is to learn in a professional setting.

The term of an internship is the same as the 10-week quarter.

FOR THE STUDENT TO COMPLETE

It is the student's responsibility to see that all hours are completed and all documents are returned to the faculty internship coordinator by the last day of the quarter, including:

- 1) Resume,
- 2) Worklog and hours verification,
- 3) Learning Objectives Worksheet,
- 4) Final paper.

Student Name: _____ Coyote ID#: _____
Email _____ Telephone: _____

Internship Site Company Name: _____ City: _____

Internship Site Supervisor Name: _____
Title: _____ Email: _____ Phone: _____

Your internship may be 2-5 units. Please select an option:

- _____ 6 hours per week at your internship is a TWO UNIT internship,
- _____ 9 hours per week at your internship is THREE UNIT internship,
- _____ 12 hours per week at your internship is a FOUR UNIT internship,
- _____ 15 hours per week at your internship is a FIVE UNIT internship.

This internship is for the _____ quarter from _____ (start date) until _____ (end date).

Write two sentences describing to the best of your understanding what you will be doing: _____

I commit to meeting the objectives and deadlines listed above.
Student Signature: _____ Date: _____

Upon completion of the form up to this point, please provide a copy to your internship site supervisor. Keep a copy for yourself for your records.

FOR THE INTERNSHIP SITE SUPERVISOR TO COMPLETE

Internship site supervisors are responsible for setting workplace assignments, supervising the intern in his or her work, providing training and development opportunities for the intern, signing requested forms in a timely manner and answering a brief survey on the performance of the intern.

I confirm _____ number of hours per week for this internship for the dates written above for the description of the internship listed above. I understand that the internship for credit will end at this end date.

Any additional comments: _____

Note: Monetary compensation for interns is not required, however it is permissible and encouraged.

Internship Site Supervisor Approval:
Signature: _____ Date: _____

Upon signature, please return back to your intern for submission to the CSUSB Communication Studies internship coordinator.

FOR THE INTERNSHIP COORDINATOR TO COMPLETE

Faculty Internship Coordinator Approval:

Signature: _____ Date: _____

___ 90 Units Completed Overall ___ 2.5 GPA Minimum ___ 16 Units Comm.

5. Hand in Form to Internship Coordinator

(Recommended due date: 2-3 weeks before registration opens)

You have made it this far. Now just make sure to get everything to the right place so all your hard work produces its best result – a great internship!

_____ I have received the signed form back from my Internship Supervisor. If not, I have followed up to get it back.

_____ I have dropped off the form to my Internship Coordinator. This can be done by email, during office hours, or by dropping off a hard copy form to UH-018 for the Internship Coordinator.

_____ I have followed up with an email to my Internship Coordinator notifying him/her that the form has been dropped off.

_____ The Internship Coordinator will likely either meet with me or email or call me with any follow ups in order to authorize the internship. I have responded in a timely manner.

_____ The Internship Coordinator has confirmed with me that I may register for Comm 591

6. Register for Internship

(Recommended due date: Registration open date through first few days of class)

_____ I have registered for the Comm 591 class

_____ If for any reason I was unable to register, I have followed up with the appropriate point of contact, be it CAL advising, my Internship coordinator, the registrar, etc.

_____ I have communicated to my Internship Site Supervisor that I am indeed registered.

_____ I have attended one of the offered internship orientations (available during published office hours and emailed out to all Comm students).

6. Complete Internship

(Recommended due date: Week 1-10 of class)

_____ I have completed all my hours at my internship site. Failure to complete the hours required for the units taken can result in no credit for the internship.

_____ If I missed any time due to illness or unforeseen circumstances I have made up that time.

_____ I have made it a point to be on time. If I am to arrive at 1:00 p.m., arrive at 1:00 p.m., not 1:10 p.m. If I am unavoidably detained (accident, flat tire, etc.) and I am able, I will call my supervisor to let him/her know what happened. Make it a point not to let it happen again.

_____ I have presented myself appropriately and professionally. On my first day, it's always best to dress in business attire. If I'm not sure of what is considered appropriate business attire, The [CSUSB Clothing Closet can help provide professional attire](#) for FREE.

_____ I have remembered that I am there at my internship site to learn. People always respect those who are teachable.

Note: if you have questions or concerns you should get in touch with your internship coordinator right away.

Form on Next Page:

**INTERNSHIP
LEARNING
OBJECTIVES**



College of Arts and Letters
Department of Communication Studies

INTERNSHIP LEARNING OBJECTIVES

Name: _____ Internship Faculty Coordinator: _____

Internship Quarter: _____ Internship Site: _____

It is the student's responsibility to complete this form.

Learning Objectives provide the structure and framework for learning outside of the classroom during an internship experience. These objectives illustrate how you will DO something and should be specific, strong and clear to provide an understanding of your needs and course you are pursuing. Solid objectives will increase the likelihood that the internship experience will be beneficial and successful. Attached are examples of NOT S.M.A.R.T. and S.M.A.R.T. Learning Objectives. These examples will give you a better idea between acceptable and unacceptable objectives for your upcoming internship. Your goal is realistic if you truly believe that it can be accomplished.

Specific

Measurable

Attainable

Realistic

Timely

S.M.A.R.T. Learning Objectives to help generate Outcomes

Provide a specific objective such as Who, What, Where, When, Which and Why.

Measure your progress of each objective you set, stay on track; reach specific dates so you know when you accomplish something. Develop attitudes, skills and abilities that will enable you to attain any goal you set for yourself as long as you use your internship time wisely. An objective must be realistic so that it can represent something you are willing and able to work toward Set a timeframe for yourself so your objective can be completed within a certain period of time.

Learning Objective One: What have I learned in the classroom that relates to the real working world?

Learning Objective Two: What new skills will I learn or hope to learn during the internship?

Learning Objective Three: How will this internship help inform my understanding of career choices within my major or field?

NOT S.M.A.R.T. Learning Objectives

- I want to learn all about working in the television broadcasting industry
- I will learn about media.
- This internship will give me experience in the field of public relations
- I am very interested in practicing human relations and leadership

S.M.A.R.T. Learning Objectives

- I will learn the methods involved in researching the effects of media on behavior
- I want to develop the communication skills in high pressure situations
- I will analyze the different aspects and departments by working in the field of radio
- I will study the state policies of communication in the workforce and how those policies affect underrepresented groups.
- I will learn to develop appropriate tests and surveys to measure effective communication in an industry
- I hope to receive an overall perspective on public relations through practice
- I plan to study the methods of leadership demonstrated in the industry I'm entering
- I will learn to apply the principles of communication to media production

Student Signature _____ Date _____

Note: This signed form is due Week #3 of your internship

Internship Site Supervisor _____ Date _____

7. Complete Internship Forms

(Recommended due date: Week 1-10 of class)

_____ Week 2: I have filled out the Learning Objectives Worksheet and provided it to my Internship Site Supervisor for signature. I must get this worksheet BACK from my Internship Site Supervisor after they sign it.

_____ Week 3: I have turned in the first three weeks of my worklog and the signed learning objective worksheet to my Internship Coordinator

_____ Week 5: I have met/communicated with my Internship Coordinator. My internship coordinator has communicated with my site.

_____ Week 6: I have turned in the first six weeks of my worklog, an updated resume with my internship experience, and my signed learning objective worksheet.

_____ Week 8: I have filled out and provided Confirmation of Hours worksheet to my Internship Site Supervisor for his or her signature

_____ Week 10: I have turned in all 10 weeks of my worklog, my signed learning objectives worksheet, my updated resume, my confirmation of hours worksheet, and my final 3-5 page paper describing what I learned, how I learned it, how that relates to my education and my future plans in the field of communication studies, written in APA format.

Note: if you have questions or concerns you should get in touch with your internship coordinator right away.

Form on Next Page:

HOURS LOG



College of Arts and Letters
Department of Communication Studies

**Department of Communication Studies
Hours Log for Internship in Communication**

Student Name _____ ID# _____ Quarter _____

Phone _____ Email _____ Concentration _____

Credit Hours registered for (check 1)

- 6 hours per week at your internship is a two-unit internship,
- 9 hours per week at your internship is three units,
- 12 hours per week at your internship is four units,
- 15 hours per week at your internship is five units

Host organization _____ Location _____

Supervisor's Name _____ Title _____

Week worked	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	Supervisor's Initials

Total hours worked _____

Student Signature _____ Date _____

Note: This signed form is due Week #10 of your internship

Internship Site Supervisor _____ Date _____

Final paper assignment

Write a 3-5 page reflective paper answering the following questions in APA format.

- What did you learn?
- What did you observe while interning in your field?
- What did you expect from your internship?
- How did your experience live up to your expectations?
- What surprised you about your internship?
- Cite at least two sources regarding the internship experience and summarize what those sources say about how the internship experience can be beneficial.
- Do you agree or disagree with those sources based on your experience? Why or why not?
- Name two of your SMART objectives.
- Identify how your objectives were met and/or unmet by your internship experience.
- How do you see your internship experience relating to your studies and your future?

8. Done!

(Recommended due date: After Week 10 of class)

Congratulations! You have completed your internship in the field of Communication Studies. This is an enormous accomplishment and will always be something that makes you stand out to employers and among your peers.

Remember, your internship site supervisors are great resources for future letters of recommendation. Use this experience as a springboard and stay in touch with the people you met at your internship site.