

Overview of Internship Process

Minimum Requirements

COM Major
Junior/Senior Status (at least 60 hrs earned)
Overall GPA of 2.5

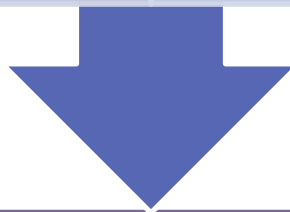
COM classes completed that support the internship
Reflection on what you hope to gain from internship



Internship Eligibility

Complete application to department,
link available on internship website

Interview with Internship Director following
instructions provided via email after
review of application



Agency Selection

Interview with selected agencies
(Internship Director can assist if
agency is not currently on
approved list)

Internship Agency determined
Notify Internship Director
(supervisor's name, agency name, # of
credit hours)

Enrollment form created by
Internship Director
Student completes form &
returns it by due date

Detailed instructions on next page

COM 498 Internship In Communication Studies Step by Step Instructions

Step 1 – Assess Your Eligibility

- Do you meet minimum requirements?
 - COM Major
 - Jr/Sr Status (at least 60 hours earned)
 - Overall GPA of at least 2.5
- Have you completed COM Studies classes that directly support the internship?
- If yes, continue
- If no, apply next semester after taking courses that support the internship

Step 2 – Complete Internship Application and Meet with Internship Director

- Application available on department internship website
- Application Due Dates
 - Fall Internship – application due in late March/April – 1st week of August
 - Spring Internship – application due in late October/November or December
 - Summer Internships – application due in late March – 1st week of May
- Meet with Internship Director for final determination on eligibility
 - Internship Director will email you once your application is reviewed for minimum qualifications

Step 3 – Schedule Interviews with Pre-Approved Agencies or Propose a New Agency

- Pre-approved agencies and supervisors are listed in the COM Approved Agency Book on the website.
- Remember you may not intern with a current/past employer or somewhere you have volunteered.
- If you wish to propose a new agency the agency approval form is on the website and includes instructions for the agency.
 - Agencies located through Career Center are not always approved by the department; check COM Approved Agency book. If the agency is not listed you may propose them as a new agency.
- All communication with the agency must be professional.
- Interview with potential agencies.
- Once you and an agency determine this is a good match email Internship Director with agency name, supervisor's name, and number of credit hours (3 or 6).

Step 4 – Enrollment Form

- Internship Director will create an enrollment form and email this to you for your signature as well as your agency supervisor's signature. Return the signed form to the Internship Director by the due date. You may scan and send via email as a PDF file or you may fax to 910-962-7061 (please call 910-962-3448 to confirm receipt of fax).