

## **Department of Communication Studies**

### **Guidelines for Communication Studies and Journalism Interns**

Based on the feedback that we have received from many of the organizations that have offered internship opportunities, we have developed some guidelines about appropriate appearance and professional behavior for our interns.

This page describes the internship requirements. **Please read this page carefully!** It contains information you need to obtain academic credit for your internship. It is important to note that you receive credit for meeting all the requirements, not just for putting in hours.

**Start/Stop Dates:** Some internships have start and stop dates which differ from the semester. Make sure you discuss with your agency supervisor exactly when you will end your internship. Also make sure you are in agreement as to whether or not you should report during holidays.

**Grading:** If your report and evaluations are comprehensive, responsive and submitted by the deadline, and if you fulfilled your internship hours and your supervisor's evaluation is satisfactory, you will be assigned a grade of "C" or "Credit." If the internship is partially completed by the end of the semester and the first report has been submitted, you will receive an "I" or "Incomplete." You will have 1 year to complete the requirements. Then the "Incomplete" will either be changed to a "Credit" upon successful completion of the internship requirements or an "F" if the requirements are still not met. If the internship is not satisfactorily completed, then "NC" or "No Credit" will be reported. (Credit/No Credit does not affect your grade point average, only your units earned.)

**Days/Hours:** Many internships permit days and hours to be adjusted to the student's schedule, but a few require specific days and hours. Make sure you understand what days and hours are expected. Brief absences because of illness can be made-up by arrangement with your agency supervisor, but if there is an extended period of absence call the faculty supervisor as well so that adjustments may be made to maintain your credit agreement. Always notify your supervisor if you are going to be late or absent.

**Email Address Changes:** Since we must be able to contact you by email during the semester, we must have your current email address in our file. If you change your email address during the semester, please contact us.

**Problems:** We work on the assumption that your internship will proceed smoothly throughout the session with no problems, but we know that won't always be the case. If you encounter difficulty with the program you are in, try to work it out with your supervisor first. Most intern supervisors are as interested in providing a good experience for you as you are in having one; they will listen and try to work out problems, but they may not recognize there are problems unless you tell them. If you are uncomfortable talking directly with your supervisor, or you attempted to work out the situation but were unable to, contact the Internship Assistant or Dr. Humphrey as soon as possible to help you resolve problems. Don't just quit without informing anyone of the problem and allowing them to help you find a solution.

**DOs:**

- DO arrive on time. Make sure you are clear about when you are expected.
- DO notify your supervisor if you expect to be late or absent.
- DO address others in your organization courteously and respectfully.
- DO dress appropriately. As interns, remember that you represent both our Department to your organization and your organization to its clients.
- DO demonstrate initiative in finding what you are expected to do.
- DO be courteous and professional in your telephone and personal interactions with the public as well as with those with whom you work.
- DO ask your supervisor about what personnel and/or internship policies apply to you.
- DO communicate any problems you may be having with the Department Internship Office.
- DO keep a journal of your activities and observations that you can use when you write your internship reports.
- DO be aware of the ethical implications of your actions.

**DON'Ts:**

- DON'T use your organization's resources (computers, printers, copiers, paper, etc.) for personal projects.
- DON'T make or receive personal telephone calls at your organization.
- DON'T give out information unless you are clearly authorized to do so. If you are not sure when it is appropriate to give out information, ASK.
- DON'T do homework or other personal work during internship hours.
- DON'T take food or drink to your internship without permission. If your schedule requires you to have meals during internship hours use appropriate facilities (such as a lunchroom) or go outside.
- DON'T sit around and wait to be told what to do. Ask or find something useful to do.

One final note: Although rare, sexual or other harassment is a real hazard. Sexual harassment is usually defined as unwanted sexual attention or contact or the creation of a hostile work environment. If the behavior of anyone at your internship makes you uncomfortable, please notify me immediately.

Thank you for your attention to these suggestions. As always, if you have any questions or problems, please call me during the office hours listed in the letter accompanying these guidelines or email me at any time.

Internship Coordinator