Communication Studies Department

Internship Paper Requirements

Please make a copy of your reports before submitting them. Papers should be submitted in the Internship Assistant’s box in the Communication Studies Office located in Mendocino Hall, room 5014. The Department office is expected to be open from 8-5 during the semester. If necessary, after hours you may drop papers in the Pink Cadillac located in Mendocino Hall on the fifth floor (to the left when exiting the elevators) with “ATTN: Internship Assistant” on the front.

Reports: The major purpose of your writing assignments is to utilize your critical thinking skills and encourage you to reflect on your experiences as an intern. We need feedback about the quality and educational value of your internship. We are expecting two typed reports in which you are to answer a series of questions which are noted below. This is both for your benefit and ours. We will notify you of the due dates, roughly paper #1 is due in the middle of the semester and paper #2 near the end of the semester; also, we will need your Supervisor’s evaluation (use the form on the site) turned in with your 2nd paper.

Requirements for Internship Papers: Paper #1: 4 pages (a complete 4 pages); Paper #2: 6 pages (a complete 6 pages). Both papers are to be typed with 12 Point font, Times New Roman, double-spaced, and 1” margins. Please use the questions as headings with the same font requirements. Your paper will be rejected and you will be asked to revise it if you do not make the page requirement or follow the standard academic formatting.

Requirements for Internship Papers

Please see the Internship Orientation Handout for due dates and times.

PAPER #1
Please refer to the following questions in your first paper and use them as headings.

Paper #1: Answer the following questions. Try to be precise and concrete.

1) Where is your internship and what does the agency/business/organization do? What is your concentration?
2) What are your daily activities? What aspects of your daily activities have educational value for you? Which aspects are related to Communication Studies?
3) Were you academically prepared for this internship? What in particular was especially useful and beneficial
from your coursework?
4) Describe any problems you have encountered with this internship. What are the benefits of your work?
5) Describe the supervision at this internship? Are the supervisors and others respectful and helpful?
6) To what extent has the internship met your expectations?

**Paper #2: 6 typed pages. Please follow the order of questions and number them.**

1) Where is your internship and what does the agency/business, organization do? Did it fit with your concentration and interests?
2) Has the internship been a valuable learning experience? Explain in detail.
3) What courses do you wish you would have taken that might have been helpful? Which courses are missing from our curriculum?
4) What was missing or disappointing, if anything, about this internship? What was especially rewarding and educational?
5) What are your career plans? Did the internship coincide with these plans?
6) Would you recommend this internship to other students? Why or why not?
7) Do you have any suggestions as to how the internship might be improved?