

**Communication Studies Graduate Program
COMS 295 Graduate Level Internship Preliminary Advisor Approval
and Graduate Committee Final Approval Form**

Students wanting to complete a COMS 295 Special Problems course must develop a detailed proposal of the work to be undertaken with support of their project advisor (who may be different than their major advisor), and receive Graduate Committee approval in the semester prior to enrolling in COMS 295. The deadline for submitting proposals is November 20 for the Spring semester and April 20 for the Fall semester.

This completed form and 5 copies of the student's COMS 295 proposal must be submitted to the Graduate Committee for review. The proposal should discuss the work to be done, including the location, activities, and goals and purposes of the internship, as well as how hours of work are to be apportioned. Additionally, the proposal should discuss the nature and number of hours per week the student will interact with the supervising professor and what final report will be produced. (Sample proposals are available in the Communication Studies office.)

If the COMS 295 proposal is approved, the Graduate Coordinator will notify the COMS office to enroll the student in COMS 295 for the next semester.

Student Name _____
E-mail _____
Phone _____
COMS 295 Advisor _____
COMS 295 Location/Organization _____
Student plans to enroll in COMS 295 in: Fall _____ (yr) Spring _____ (yr)
Number of units of COMS 295: _____

COMS 295 ADVISOR APPROVAL: By signing below, I indicate that I have met with the student named above for purpose of advising him/her on the COMS 295 internship and have worked with the student to develop the rationale, meeting schedule, project deliverables, and expectations discussed in the proposal that has been submitted to the Graduate Committee for review.

COMS 295 Advisor Name (Typed)	Signature	Date
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GRADUATE COMMITTEE APPROVAL: The Graduate Committee has reviewed this student's COMS 295 proposal and has deemed it appropriate for use in the Communication Studies graduate program. The student may be enrolled in COMS 295 for the next regular semester.

Graduate Coordinator Name (Typed)	Signature	Date
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