

**Spring
2009**

INTERNSHIP MANUAL



Communication Studies

What is the Purpose of an Internship?



The purpose of having internships included in your programs is to strengthen your academic experience through close association, shadowing, mentoring, and skill building with the assistance of professionals within your field of study. The internship program will introduce you to the professional environment and will allow you to experience the various types of responsibilities that employees assume in the legal, governmental, or corporate world. Upon completion of the internship program, you will have attained a clearer vision of your future role in a career and the industry of your choice.

First and foremost internships allow you to gain valuable experience that will help you secure a job after graduation. In today's economy there is more competition for jobs than ever and most companies are requiring experience within the field **before** you are eligible to apply. Internships also allow you to develop networking opportunities to turn back to when you begin searching for your career. While your supervisor can also provide you with a professional reference regarding your performance. And who knows if you perform well while on your internship, you may have just put yourself at the head of the line for an open position.

Even though an internship is not required, overall, participating in one is still considered a great way for students to gain on-the-job experience and prepare for future professional employment. It's also important to note that not all internships are paid nor do paid ones necessarily cover costs associated with having to live in another city during the internship period. The possibilities for an internship are endless; opportunities are incredible, and the experience is immeasurable.

Types of Internships Offered at the University of Iowa

Students majoring in Communication Studies have the option to earn credit for an internship through the course 36:028 Communication Studies Internship. This course meets the practice group requirement for the major or the student can apply the credits toward the semester hours needed to meet degree requirements. To receive college credit for an internship, **the student must register for 36:028 on ISIS and pay tuition and fees based upon the number of credit hours earned.**

For students who choose not to earn credit or for those who don't want to pay tuition and fees to earn credit for an internship, a no credit option for an internship is available through the Pomerantz Career Center. This option allows the student to have a transcript notation of the internship.

36:028 Communication Studies Internship (3 semester hours of credit)

Practice Group Requirement for major (if needed)

Elective credit hours for degree

Prerequisites:

12 hours in Communication Studies have been **completed**

2.6 cumulative GPA

Pre-approval of internship position by Communication Studies Academic Counselor, Monica Madura

409:036 Internship (no credit)

Attend an Employment Expo activation session – C310 Pomerantz Career Center

Register internship via Employment Expo web site

Notation will be placed on transcript

Washington Center Internship Program or Des Moines Center Internship Program

Application required -- see David Fitzgerald, C310 Pomerantz Career Center

- Up to 12 semester hour of elective credit through Career Center toward a degree*
- Only 1 Des Moines course will receive Transfer Credit- Please see advisor for more information

**Dependent upon the number of previously earned S-graded credits.*

Qualifications

Students must meet the following criteria to receive credit for 36:028 Communication Internship:

- Officially declared as a Communication Studies **MAJOR**
- Attained a cumulative **GPA of 2.6** or higher
- Completed **12 semester hours** in Communication Studies (036) before the semester of the internship
- **Pre-approval** received from Monica Madura, Academic Counselor
- **Completed Application** and **Job Description** is on file in the Main Office 105 BCSB

*Internship credit **may not** be earned for work in a student-run organization or for work in an organization owned by the intern or member of his/her family. There must be professional supervision and evaluation by a manager or administrator in the organization who is not a student or a relative of the intern. Additionally, students **may not** receive credit during the current term for internship experiences gained during a previous term.

Locating an Approved Internship Site

Students must conduct their own research to find an internship. Finding an internship is much like conducting a professional job search. Thus, during the search for an internship, students should consider a variety of means including networking, attending job and internship fairs, and using reliable internet sites. Additionally, students should be prepared to make decisions such as:

- What are your career goals for after graduation?
- What companies or organizations offer the experiences you are looking to gain?
- Where would you like to go for the internship? Are you willing to stay local, nationwide, or global?
- Do you want to earn credit for an internship?

Potential Internship Resources:

| | |
|--|---|
| University of Iowa Pomerantz Career Center | http://www.careers.uiowa.edu/students/internships.html |
| Better Hawkeye Jobs | www.betterhawkeyejobs.com |
| Career Builder | www.careerbuilder.com |
| Cedar Rapids Gazette | www.gazetteonline.com |
| Cedar Rapids Iowa City Help Wanted | www.cedarrapidsiowacityhelpwanted.com |
| Corridor Careers | www.corridorcareers.com |
| Dice | www.dice.com |
| Federal Government Jobs | www.usajobs.com |
| Hot Jobs | www.hotjobs.com |
| Indeed | www.indeed.com |
| Iowa City Press Citizen | www.press-citizen.com |
| Iowa Jobs | www.iowajobs.com |
| Iowa Workforce Development | www.iowaworkforce.org |
| Job Bank USA | www.jobbankusa.com |
| Management Recruiters | www.mricr.com |
| Monster | www.monster.com |
| Snag A Job | www.snagajob.com |
| Vault | www.vault.com |
| Job Dig | www.jobdig.com |

Provisional Approval

To receive credit in the Communication Studies major, students **must** obtain provisional approval for their proposed internship experience.

Send your **Provisional Approval Request (via email)** to monica-madura@uiowa.edu with the following information:

Subject- Internship Provisional Approval Requested for Semester SU Year 08

Message Text

- Name and UID#
- Proposed Internship Position (internship title)
- Internship Company/Organization Name, Address, & Supervisor Contact Information
- Official Job Description
- Brief rationale for internship
 - How does the internship relate to your Communication Studies Major?
 - How is the internship experience related to your overall professional career goals?
 - What do you expect to gain from the internship experience?

Registration Procedures

After approval **has been granted** you must register for 036:028 Communication Studies Internship on ISIS to earn credit. **It is the responsibility of the student to properly register for the internship by the appropriate University and/or College of Liberal Arts & Sciences deadline(s).** In order to determine the number of credit hours please review the chart below:

1. Calculate the number of credit hours desired. 80 clock hours equates to 1 credit hour. To earn 3 semester hours of credit, the student must work 240 clock hours.

| Credits Hours | Clock Hours per Semester/Term | Work Hrs per Week (14 weeks for Semester) | Work Hrs per Week (8-wk Summer Session) |
|---------------|-------------------------------|---|---|
| 1 | 80 | 6-11 | 10-19 |
| 2 | 160 | 12-17 | 20-29 |
| 3 | 240 | 18-23 | 30-39 |

2. Use Power Register and enter 36:028 as the department and course number
3. Enter the number of credit hours to be earned.

Important:

Students need to register for 036:028 **prior to the established registration deadlines as determined by the Office of the Registrar.** Students that register after the deadline for adding courses each semester or term will be assessed any applicable late fees and/or charges.

Withdrawal from 036:028:

If it is necessary to withdraw from the internship you may submit a 'Change of Registration' form and withdraw from 036:028 provided **the deadline for withdrawing from a course has not passed.** If such a request is made after the deadline for withdrawing from a course, the student will receive an unsatisfactory (U) grade for the internship.

Internship Assignments

1. Daily Log:

- **Daily Logs** to be submitted to the main office 105 BSCB site **no later than 5:00 pm the Friday of Finals Week.**
- Entries should be made in the log should be dated, and be no more than a page in length offering a brief description and interpretation of a specific task or challenge encountered during that day **relevant professional experiences you have had and what you have learned.**

2. Analytical Paper:

- The ideal paper demonstrates that you are capable of applying relevant theoretical ideas from the field of communication studies to an analysis of the work of the organization/department.
- The paper must be well written using at least **3 references.**
- The paper should be approximately 8-10 pages in length in APA format and should demonstrate intelligent and professional understanding of communication skills. Inadequate papers, either in analysis or writing, **will not** be accepted.
- Students **should** include their current address, telephone number and e-mail address with their paper. Although we will make every effort to contact students if revisions are required, **it is ultimately the responsibility of students to check with the internship coordinator to see whether revisions to their papers are required.**
- Papers should be submitted into the main office 105 BSCB site **no later than 5:00 pm the Friday of Finals Week.**

3. Supervisor's Performance Evaluation of Intern:

- Toward the end of the semester, your internship supervisors will receive an E-mail from the Career Center giving them a log-in ID and password which they should use to access a standardized evaluation form.
- Internship supervisors should respond to and submit the evaluation form on-line. You are responsible for reminding your supervisor to access the on-line evaluation and to return it in a timely fashion.

Grading Policies

Communication Studies Internship, 36:028, is graded on an S-U basis only

- **Daily Logs** to be submitted the last Friday of every month via ICON failure to post may lead to failure of the internship program.
- **Final Papers** are to be submitted via ICON no later than midnight May 12, 2009.

Internship Application & Materials

Each student wishing to receive credit for an internship is responsible for submitting all materials requested for the internship to the Communication Studies Department within **5 working days** of starting the internship. **Submit the required materials to the Department of Communication Studies main office, Room 105 BCSB.**

1. Internship Application Form with the following information
 - Inclusive dates of the internship
 - Minimum number of hours per week for which the student will be responsible for working
 - Internship Supervisor's name, title, address, telephone number, and e-mail address
 - Signature of student
 - Signature of Internship Supervisor
 - Site Supervisor Instructions (signed)
2. Official Job Description
3. Signed copy of Site Supervisor Instructions

*The department's internship packet that includes an application and "**Site Supervisor Instructions**" is available on-line and can be printed from the Department's web site at <http://www.uiowa.edu/commstud/undergrad>.

**COMMUNICATION STUDIES DEPARTMENT
INTERNSHIP APPLICATION & CREDIT VERIFICATION FORM
36:028 Communication Studies Internship**

STUDENTS INFORMATION:

Student Name _____ UID# _____
Student Status: JR SR (Circle one) CUM GPA _____ Major Hours Completed _____
Student's Address: _____
City, State, Zip: _____
Home Phone _____ or Cell Phone _____
Email Address _____

INTERNSHIP SITE:

Name of organization/company: _____
Site Address: _____
City, State, Zip: _____
Supervisor: _____
Title: _____
Supervisor's Phone # _____ Supervisor's email address _____

NATURE OF INTERNSHIP:

- Job description attached for review
- Site Supervisor Instructions-signed!

Hours per week to be worked _____ Beginning Date _____ Ending Date _____

Internship Supervisor's Signature _____ Date _____

Student Signature _____ Date _____

REGISTRATION ON ISIS:

To earn credit for your internship, you **must register** for **36:028:001** on ISIS **before the last day** to add classes. Failure to do so will cause you to be administratively dropped from the internship and you will not receive credit for work completed.

Semester/Year Completing Internship _____ Proposed # of credits _____
(Reminder: tuition & fees for 36:028 are applicable)

NOTE: Credit is not available for any internship positions previously started or completed.

FOR COMMUNICATION STUDIES OFFICE USE ONLY

- Approved Denied –copy sent back to student for review
- Registration is completed on ISIS Copy sent to Pomerantz Career Center

Department Internship Coordinator _____ (Date)
Approval/Credit Verification _____

Site Supervisor Instructions

Thank you for agreeing to provide our students with the opportunity to perform their required competencies under your direct supervision and to obtain practical training in an actual business setting. We are confident that you and your facility will provide the student with ample opportunity to perform the skills and gain confidence prior to entering the workforce.

The Department has placed the intern with the organization only for the purpose of providing educational opportunities for the student. The sponsoring organization has no responsibility to employ the student intern after the period of the internship. Furthermore, an organization **may terminate an internship at any time** if the student is not performing responsibly, as agreed upon when the internship application form was signed.

Neither the sponsoring organization nor the Department of Communication Studies or the University of Iowa assumes liability in the case of any job-related injury to the intern. The student intern is responsible for his or her own medical and health insurance to cover contingencies.

To familiarize you with the specifics associated with the Site Supervisor functions, please take a few moments to read through the following information, and then have the Internship Coordinator answer any questions you might have before signing the acknowledgement at the bottom of this form:

1. Students must at all times be under the direct supervision of a staff member who works in the same capacity as the student extern.
2. The intern's immediate supervisor will provide regular, evaluative feedback to the student during the course of the internship, to aid the student's professional improvement and development.
3. The student must satisfactorily complete the required number of internship hours at the site as documented. Only those hours spent performing duties that are directly related to their field of study can be counted towards this requirement.
4. You are asked to immediately notify the Internship Coordinator if the student is absent one or more times, shows a pattern of tardiness, or leaves early without your specific approval.
5. The Internship Coordinator is available to discuss the student's progress, their level of competence, and to resolve any issues that may be impeding satisfactory progress.
6. If your facility is interested in hiring the student as a fulltime employee at the completion of their internship hours, please notify the school's Internship Coordinator or Career Service department as soon as possible.
7. At the completion of the internship component, please return a signed Performance Evaluation form to the school/college along with any comments or recommendations for hire that you feel are appropriate.

Site Supervisor's Signature

Date

Name of Company or Organization