



Department of Communication & Journalism Internship Packet *PRCM MAJORS*

OVERVIEW

Internships provide students with practical experiences in career settings. These experiences often allow interns to apply the knowledge gained through coursework to professional situations. Academic and practical instruction are vital parts of the education process and should compliment and support each other.

Internships must be appropriate to the major. Your internship should provide the opportunity for hands-on, practical experience in a professional setting. An intern must not be merely running errands or performing clerical duties. In addition, the on-the-job supervisor should be an expert in the field, capable of providing proper guidance. Your supervisor may not be a relative.

Students planning an internship must remember that the “employer” invests time and effort supervising and training interns. Services of value are expected in return. The internship is a reciprocal arrangement: students exchange their work in return for on-the-job training, work experience and contacts. You are expected to treat the internship as a job.

It is your responsibility to arrange the internship. The Department continually works to enlarge the number of Internship opportunities in Auburn and other locations in and out of the state of Alabama. You are encouraged to check our website for internship opportunities (<http://media.cla.auburn.edu/cmjn/internships/index.cfm>). However, you are not limited to those internships. You may intern with any organization in any city as long as the position satisfies the requirements for the internship (practical, hands-on experience that is appropriate to the major and supervised by an expert in the field).

In general, you apply directly for an internship in the way you would apply for a job. Students typically go through an interviewing process and present resumes and portfolios just as though a salaried job was at stake. While searching for an internship, you are encouraged to ask for help. Feel free to talk with the faculty supervisor or Career Services for assistance at any time.



Department of Communication & Journalism
Internship Agreement
PRCM MAJORS

Student's Name: _____

E-Mail Address: _____

Student's Telephone Number: (_____) _____

Student Number: _____

COMM 4920 Section 1 (3 hrs) _____ OR Section 2 (6 hrs) _____

Internship Term: _____

On-the-Job Supervisor: _____

Title: _____

Agency or Organization: _____

Mailing Address: _____

E-mail: _____

Telephone: (_____) _____

Prerequisites for Admission to the PRCM Internship

All interns should meet the prerequisites prior to enrolling in the Internship. These prerequisites require that you apply for an internship after you have completed a substantial part or all of the relevant course work for your degree at Auburn University. Students often take an internship in their final term before graduation. In special circumstances, the Department may allow a student to intern while co-registered for a prerequisite course. Students who have not completed the “Trilogy” will not be considered for an internship.

Students must have a minimum 2.30 grade point average in order to intern.

PRCM Prerequisites:

Term Completed:

COMM 1000

RTVF 3300

COMM 3500

COMM 3600

PRCM 3040

PRCM 3050

PRCM 4080

All students are strongly encouraged to complete PRCM 4020 and PRCM 4090 prior to the internship.

All PRCM interns must be registered for PRCM 4920 during the term when the work is performed. The internship course is for three or six semester hours of academic credit. For the three credit hour option (PRCM 4920-001), students should work 15 hours per week during Fall or Spring semesters or 20 hours per week during the full Summer term. For the six credit hour option (PRCM 4920-002), students should work 30 hours per week during Fall or Spring semesters or 40 hours per week during the full Summer term. The requirements listed for course credit are minimum on-the-job hours. The student and the supervisor may agree that additional hours will enhance the internship experience; therefore, the student has the option of working more than the required minimum. Financial Aid or Family Insurance may require a 6 credit hour minimum. Be sure to confirm prior to first day of class.

The internship should begin the first day of class and continue through the last day of class. Summer internships must be for the full 10 week term. Reasonable accommodations may be made for special circumstances, but they must be approved prior to the beginning of the internship. For Fall and Spring semesters the total course load (internship plus other courses) cannot exceed 15 credit hours. For Summer term the total course load cannot exceed 12 credit hours. If you intern without taking other courses, the University will bill you for enrolled hours (three or six) based on the billing schedule for part-time students.

This internship will be for _____ hours of academic credit.

The intern will work an average of _____ hours per week for the full term.

The intern shall first report for the internship on: _____.

The internship terminates on: _____.

The intern is expected to report to the faculty supervisor midway through the term and by the last day of class. These reports may be delivered by mail, e-mail or in person. You will be reminded through e-mail when the report is due. The midterm report should consist of a 2 or 3 page essay addressing your internship experiences. You may want to think of the report as a “letter home” where you discuss what you are doing, how things are going, and what you hope to accomplish in the second half of the internship.

The final report is more formal and detailed. It should contain:

- I. Review of Internship Activities
- II. Critical Assessment of the Internship Experience
- III. Analysis of the Value of the Internship Relative to Career Goals
- IV. Suggestions for Improvement of the AU Internship Program (tell us what we can do to make the internship program better)
- V. Examples of Work (if appropriate; not everyone will include examples)

Failure to include any of the above information may lead to an incomplete or unsatisfactory grade.

The on-the-job supervisor will be asked to complete a performance evaluation. This evaluation must be returned to the faculty supervisor no later than the last day of class. A cover letter and evaluation form will be provided for the supervisor. It is the intern's responsibility to coordinate this evaluation and follow up to see that it is completed and forwarded to the faculty supervisor within the required time frame.

The internship is graded "S" or "U" by the faculty supervisor. An "S" will be awarded only if both the faculty supervisor and on-the-job supervisor believe that all internship work is satisfactory. Interns who do not meet performance requirements or fail to submit reports will receive an unsatisfactory grade and must repeat the internship.

This Internship Agreement, signed by the student, the faculty supervisor, and the on-the-job supervisor, is due in the Department of Communication & Journalism office no later than the first day of class. The internship is not approved until the packet has been submitted, pre-requisites confirmed and objectives/responsibilities accepted. If the packet has not been turned in by the first day of class, or if an e-mail has not been sent to smithrw@auburn.edu explaining the exception, the student will be dropped from the course. Again, no student will be added to the internship after the 15th class day for Fall and Spring Semesters or 5th day for Summer Term.

The final report and the evaluation by the on-the-job supervisor are due to the faculty supervisor no later than the last day of class. Reports turned in late may result in an incomplete or unsatisfactory grade. It is the responsibility of the intern to follow up on reports and evaluations.

I agree to all requirements given within this Internship Agreement and recognize my responsibilities as the intern, faculty supervisor, or on-the-job supervisor.

Intern's Signature

Date

On-the-Job Supervisor's Signature

Date

Faculty Supervisor's Signature

Date