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Introduction

Xavier University Department of Communication Arts provides opportunity for students majoring in communication arts to earn up to six hours of credit for internship experience, through two separate 3-credit-hour registrations, which are graded on a pass/fail basis. Credit for internship is counted in the total number of hours required for graduation; it may also count as hours within a specific Communication Arts major (see requirements for specific major).

Under the general guidance of the Faculty Internship Coordinator, to whom the student reports, student interns are directed by an Internship Site Supervisor, a professional at the internship site who works daily with the student to give ongoing, specific direction.

This booklet has been prepared as a guide and handbook for the student intern and the Internship Site Supervisor.

I. Definition: What is a Communication Internship?

A communication internship is a learning experience outside the educational institution in an organization that deals with an aspect of the communication profession that the student hopes to enter. An internship provides practical, hands-on learning in the professional world, to complement the classroom learning in the academic world. Its purpose is to allow the student time to observe and participate in the work world in a non-threatening manner.

In an internship, a student becomes part of the company or organization, where he or she is treated as a quasi-employee. The student is given specific tasks and responsibilities and is allowed to observe various operations of the organization.

The primary reason for a student to participate in an internship is to learn more about the career he or she wishes to pursue. A second reason for doing an internship is to apply theory learned in the classroom to an actual work situation. Thus, the internship experience is first and foremost a learning experience for the student, and at the same time it benefits the organization by providing someone who is able to meaningfully help advance the work of the organization.
II. Student Eligibility to Receive Credit for an Internship.

1. **Class standing:** A Communication Arts major must be a junior or senior, and must have completed a minimum of five courses (15+ hours) of applicable communication courses, before registering for an internship. Communication Arts minors may also be considered for an internship.

2. **GPA:** A student must have a cumulative 2.5 GPA in the communication arts major, as well as 2.5 GPA overall.

III. Specific Requirements of a Communication Internship.

1. **Registration:** a student will be register for internship during a specific term for either COMM 398 or COMM 498, as appropriate, and must pay tuition for the course.

2. **Time required:** For each 3-credit-hour registration, a student must work 135 hours at the internship site. During a typical 15-week semester, this amounts to 8-10 hours of work each week. In addition to work at the intern site, the student will complete various required assignments for the internship and may meet with the Internship Coordinator.

3. **Semester:** An internship can be taken during any fall or spring, or in a summer term with the approval of the Internship Coordinator.

4. **Location:** An internship may be done anywhere in the country – or even the world – however, because of the need for faculty supervision and visitation, most internships will be in the Greater Cincinnati area. For possible internships further than two hours from Cincinnati, specifics must be worked out in advance with the Faculty Internship Coordinator. (See below for the approval process.)

5. **Compensation:** A for-credit internship may be paid or unpaid. However, since an internship is primarily a learning experience, it should be approved for credit prior to the student beginning work at an internship site. *In no case will a job in which a student is already employed be approved as internship for credit after the student has begun work.*

6. **On-campus communication internships:** Communication internships are ordinarily to be done at outside, off-campus organizations or companies. There may, however, be exceptions for certain on-campus activities or programs that are specifically related to Communication Arts majors. *Such exceptions will be granted by the Internship Coordinator, and in no case will credit be allowed for on-campus work/study positions.*
IV. Student Responsibility in Securing an Approved Internship.

1. A junior or senior Communication Arts student considering a for-credit internship should meet far in advance with the Faculty Internship Coordinator, to discuss his or her intention and to plan for the internship.

2. A student may find his or her own internship opportunity or may apply for an internship at one or more of the many organizations that notify the Department that they are seeking interns. In either case the internship must be approved by the Faculty Internship Coordinator, with whom the student has thoroughly discussed the opportunity. Once the internship is approved, the appropriate course registration will be added to the student’s semester schedule.

3. After the internship is approved, the student intern should discuss the Internship Master Agreement with the Internship Site Supervisor, and then must return the completed, signed document to the Faculty Internship Coordinator. (See appendix for Internship Agreement form.)

V. Expectations of an Internship Site.

The following criteria should guide the selection of an organization suitable for establishing and offering a communication internship where a Xavier University Communication Arts major can earn college credit. The organization should be able to:

1. Designate as Internship Site Supervisor a full-time employee of the organization who has responsibility for or in the organization’s communication activities. The designated supervisor should be someone who will be available during those times when the intern is on site, to provide guidance and mentoring to the student in performing the assigned tasks of the internship.

2. Work with the student to establish a reasonable work schedule of approximately 8-10 hours per week, spread over at least two days per week. A work schedule of more than 10 hours per week may be possible, particularly in organizations providing paid internship opportunities. The internship organization needs to ensure that the internship work schedule does not inhibit the student’s ability to meet obligations to other classes, and the organization should give reasonable accommodation to the university’s academic schedule of holidays. On the other hand, the student is expected to maintain a regular work schedule, to be prompt, and to give adequate notice to the Internship Site Supervisor if an unusual circumstance interferes with the agreed upon schedule.

3. Provide a regular work area for the use of the intern during those times he or she is on site, including access to appropriate equipment needed by the intern to complete assigned tasks. This work area can be one used by others, but should be a location the intern can count on as a “base of operations” while at the organization.

4. Assign the student intern a reasonable agenda of tasks related to the professional communication
activities of the organization. A principal purpose of an internship is for the student to get hands-on experience with actual professional communication tasks and to accumulate work samples that can become part of a portfolio. Interns expect they will sometimes be involved in administrative and general office procedures, but it is hoped that they will have opportunity to engage in actual professional-level communications, according to the abilities of individual interns.

5. Provide site visits to the organization by the Faculty Internship Coordinator if needed, and facilitate regular communication between the Internship Site Supervisor and the Coordinator, as needed.

6. Complete the minimal paperwork needed by Xavier University to track its internship programs. At the beginning of the internship, the Site Supervisor should meet with the intern to discuss and complete the Internship Master Agreement form. At the end of the internship, the Site Supervisor will evaluate the intern’s performance and will complete the written Evaluation Report and return it to the Xavier University Department of Communication Arts.

VI. Student Responsibility during the Internship.

1. A student intern must complete 135 hours of supervised work in communications at the internship site.

2. A student must complete a Weekly Internship Report, which must be submitted each week to the Faculty Internship Coordinator via Canvas. Besides indicating the number of hours worked each day, the report will include a brief description of work done during the week as it pertains to the learning objectives. (See appendix for Weekly Internship Report form.)

3. A student will arrange for one or more visits to the internship site by the Faculty Internship Director, to meet with both the student intern and with the Internship Site Supervisor, as well as with other people at the organization who are familiar with the student’s work.

4. A student will meet on campus with the Faculty Internship Coordinator as needed during the semester. A student should contact the Coordinator if he or she has questions or problems.

VII. Student Responsibility at the End of the Internship.

1. The student will meet with the Internship Site Supervisor to evaluate the student’s performance during the internship, and to complete the Supervisor’s Final Evaluation Report. The student must ensure that the evaluation report is returned to the Xavier University Department of Communication Arts, before the beginning of semester exams.
2. The student must complete the Internship Final Report and/or portfolio as prescribed by the Internship Coordinator. Reports and portfolios must be submitted to the Faculty Internship Coordinator before the beginning of semester exams.

3. The student intern will meet with the Faculty Internship Coordinator during exam week to discuss his or her final report and/or portfolio, as well as the Internship Site Supervisor’s evaluation.

VIII. For Additional Information, contact:
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Xavier University
Department of Communication Arts
Internship Master Agreement

INTERNSHIP SITE/ORGANIZATION

______________________________
(Address)

STUDENT INTERN

Phone_________________________E-mail______________________

_____________________________________________________
Communication Arts Major_________________Advisor_____________________

This is a performance agreement between the Xavier University Department of Communication Arts, the above-named organization providing the internship, and the student intern named above. Circle which course you will enroll in: COMM 398 or COMM 498

The internship site agrees to develop and supervise a communication internship in the area of __________________________ for the __________ semester 20___.

This internship will begin _______________ and end not later than _______________________. At the end of the semester, the Internship Site Supervisor will evaluate the intern’s performance and will submit a written Evaluation Report.

A student intern must complete 135 hours of supervised work during the internship term. The student agrees to carry out the terms of this agreement. The student will be registered for credit in the current semester at Xavier University, and, upon successful completion of the internship experience, the student will receive three hours of credit, which will be applied toward requirements for graduation.

It is understood by all parties concerned that this is an on-site, laboratory, learning experience. It is understood that the student intern is to be introduced to the variety of work associated with this particular internship position. The student’s work is to be treated and/or criticized as if he or she were a regular employee.

If needed, the Faculty Internship Coordinator may make an on-site visit, to meet with the student intern, the Internship Site Supervisor, and others who have the opportunity to observe the student
intern at work. The Coordinator and the Supervisor will maintain regular contact concerning the progress of the student intern.

The student intern will keep a regular timesheet and weekly report to describe work duties. At the end of the internship, the student will submit a Final Report and/or Portfolio, which will be discussed with the Coordinator during final exam week.

This agreement does not guarantee course credit. Failure of the student intern to conduct himself or herself in a professional manner may result in early termination of the internship and loss of course credit. Any of the parties to this agreement may seek early termination for reasonable cause.

This internship will be guided by the Academic Learning Objectives, attached to this agreement, and by the description of Tasks and Responsibilities (job description), attached to this agreement, according to the Schedule at the bottom of this page. It is understood that the schedule of the intern’s activities should be sufficiently flexible to allow the student to take full advantage of unexpected opportunities that may arise in conjunction with the internship experience.

STUDENT INTERN ___________________________ DATE ______________

INTERNERSHIP SITE SUPERVISOR __________________ DATE ______________

Please print: Name ___________________________ Phone ___________________________

Title ___________________________ E-mail ___________________________

FACULTY COORDINATOR ______________________ DATE ______________

cc: Student Intern, Internship Site Supervisor, Faculty Coordinator

PLEASE ATTACH:

1. Student Intern’s Academic Learning Objectives (4-7 objectives).
2. Description of Tasks and Responsibilities (job description).

COMPLETE THE SCHEDULE BELOW (days and hours to be worked each week).

______ Monday _________________________________

______ Tuesday _________________________________

______ Wednesday _______________________________

______ Thursday _________________________________

______ Friday _________________________________