



**DEPARTMENT OF
COMMUNICATION**

**INTERNSHIP HANDBOOK
JANUARY 2020 VERSION**

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Xavier University Department of Communication Internship Program

Introduction

Xavier University Department of Communication provides opportunity for students majoring in communication 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 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 student should be supervised by a communication professional.

The primary reason for a student to participate in an internship is to apply theory learned in the classroom to an actual work situation. A second reason for doing an internship is to learn more about the career he or she wishes to pursue. 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 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 minors may also be considered for an internship.
2. GPA: A student must have a cumulative 2.5 GPA in the communication major, as well as an overall GPA of 2.5 GPA.

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 at least 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. Similarly, students may receive 2 credit hours for 90 hours of work at the internship site, or earn 1 credit hour for at least 45 hours of work at the internship site.
3. Semester: An internship can be taken during any fall, spring or 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, most internships will be in the Greater Cincinnati area. For possible internships further outside of the Tri-State area or remote or online, specifics must be worked out in advance with the Faculty Internship Coordinator. (See Section IV 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. Once an internship is secured, students must complete the registration process as soon as possible to receive credit. ***Only in highly unusual circumstances will a student be registered for internship credit after midterm grades are submitted.***
6. On-campus communication internships: Communication internships are ordinarily done at off-campus organizations or companies. There may, however, be exceptions for certain on-campus activities or programs that are specifically related to Communication majors. If an on-campus position meets the requirements in Sections I and V, it can count as a for-credit internship.

IV. Student Responsibility in Securing an Approved Internship.

1. A junior or senior Communication student considering a for-credit internship should meet far in advance with the Faculty Internship Coordinator, to discuss their intention and to plan for the internship.
2. A student may find their own internship opportunity or may apply for an internship at one of the many organizations that notify the Department about available internships. 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 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 students work time, 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, ideally 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.

- a. If the internship is a remote or online internship, the organization should provide any software or hardware (other than the student's personal technology, such as a laptop or smart phone) required for completion internship tasks. Students should not pay for any materials required for them to complete internship tasks.
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 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 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.

VI. Student Responsibility during the Internship.

1. Depending on the academic credit awarded, a student intern must complete **45 to 145 hours** of supervised work in communications at the internship site.
2. A student must complete a Monthly Internship Report, which must be submitted each month 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.
3. If requested by the Faculty Internship Director, a student will arrange for one or more visits to the internship site for 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 they have any questions or problems.

5. A student intern recognizes they are part of an organization and will act professionally. At a minimum, students will:
 - a. Arrive to the internship at agreed starting time
 - b. Work for the entire time they are scheduled, which means avoiding personal communication and not completing schoolwork.
 - c. Respectfully ask their supervisor any questions they may have about assigned tasks
 - d. Accept and appropriately respond to supervisor or other professional feedback
 - e. Respectfully interact with their supervisor, other office professionals and other interns.
 - f. The Faculty Internship Coordinator reserves the right to award the student intern a grade of "U," or unsatisfactory if the student cannot comport themselves in a professional manner as evidenced by communication between the Faculty Internship Coordinator and the Internship Site Supervisor, which includes the Supervisor's Final Evaluation.
6. The student intern recognizes that they are representing themselves, the Department of Communication and Xavier University.

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, 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. Title IX Rights as an Intern

A student's Title IX rights follow them and extend to the internship site. Per the University Catalog,:

Title IX is the federal civil rights law that prohibits discrimination based on sex in all federally funded education programs and activities. Sex discrimination includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of gender-based harassment or violence. **Xavier**

University does not tolerate sex discrimination. If a student believes she or he has experienced sex discrimination or has questions about Title IX, please contact Xavier's Chief Title IX Officer Kate Lawson at 513-745-3046, lawsonk1@xavier.edu or visit the [Title IX Office website](#). For free, confidential advocacy and support, contact Xavier's [Advocacy & Prevention Coordinator](#) at 513-904-9013.

IX. For Additional Information, contact:

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Cincinnati, OH 45207-5171
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Phone: 515-745-3473

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**Xavier University
Department of Communication
INTERSHIP MASTER AGREEMENT**

Internship Site/Organization:_____

Site Address: _____

Student Intern:_____

Student Phone:_____ **Student Email:**_____

Student's Major: _____ **Advisor:**_____

This is a performance agreement between the Xavier University Department of Communication, 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 to receive 3 credit hours, at least 90 credit hours to receive 2 credit hours, or at least 45 hours to receive 1 credit hour. 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 one, two or 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 professional communication 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 a monthly 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:** _____

Internship Site Supervisor: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

Title: _____ **Email:** _____

Faculty Coordinator: _____ **Date:** _____

Number of credit hours to be awarded: _____

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 _____

ASSUMPTION OF RISK AND RELEASE AGREEMENT Student Internship

Please type or print clearly:

Name: _____

Banner ID: _____

Entity [*name of company or organization providing the internship opportunity*]: _____

Academic Year: 20____-20____

Location [*off-campus location of the internship*]: _____

Date(s) of Experience: _____

- I. **Participation Acknowledgement.** I am participating in the internship with the Entity as part of my educational experience at Xavier during the Academic Year listed above (the “Experience”).
- II. **The Location.** I understand that unstable or unexpected conditions in the Location may require changes in the planned Experience or might cause inconvenience or harm to me. I further understand that Xavier University (“Xavier”) does not own, operate, or control the Location. I recognize that certain aspects of the cultural climate of the Location may be materially different from that of my own culture or that of the Xavier Community. I further recognize that any experiences or other activities in the Location may be very different than exist in the Xavier Community.
- III. **Assumption of Risks.** I realize that there may be inherent risks to my health or wellbeing as a result of my participation in this Experience, which Xavier cannot anticipate, change or improve. Such risks include but are not limited to any risk inherent in this type of Experience, inexperience, or unfamiliarity with this type of Experience or its requirements, unfamiliarity with the Location, travel to, from and around the Location, unfamiliarity with laws, culture or customs, unfamiliarity with work environment conditions or requirements, riot, violence, terrorism, exposure to sickness or disease, allergic reaction, contaminated food or water, unfamiliar climate, complications from weather conditions, inadequate or unavailable healthcare facilities or assistance, inadequate, faulty, inappropriate or lack of training or instruction, inadequate, faulty, inappropriate or lack of equipment, accident, or mistake. I recognize that these risks may result in inconvenience, loss, injury, or damage to me, including personal injury, up to and including my death, or damage or loss of my personal property.
- IV. **Rules, Procedures, and Requirements.** By signing this Assumption of Risk and Release (the “Agreement”), I understand that through my participation in this Experience, I will represent Xavier to the people and community with whom I am working. I promise to abide by all rules, procedures, and requirements while participating in this Experience, including rules and procedures set forth in the Student Handbook or Faculty Handbook, available online at www.xavier.edu/policy, and all other Xavier policies and procedures, including the Harassment Code. I understand that the Student Handbook, Faculty Handbook, and all other Xavier procedures continue to apply even if I am participating in an off-campus Experience I further promise to exercise common sense and good judgment, and to conduct myself at all times in a manner that is appropriate to this Experience. I promise to abide by the participating Xavier faculty member or employee’s discretion regarding any particular interpretation of any of these terms and promises, and I promise to follow the participating Xavier faculty member or employee’s directions at all times (if applicable). I understand that by breaking any of these promises, or for any other reason deemed appropriate by Xavier or its representatives, that my participation in this Experience may be immediately terminated and/or I may forfeit some or all of the academic credit, payment, or other compensation to be earned as a result of my participation, if any.

V. **Emergency Medical Care.** I recognize that occasionally an individual participating in this type of Experience may face a health emergency requiring local hospitalization or emergency treatment. As a result, I authorize Xavier, through its representatives, to secure emergency medical care, hospitalization, surgical treatment, or dental treatment for me during my participation in this Experience. However, I understand that Xavier is under no duty to secure such care or assist me in any other way in the event of such a health emergency. I further understand that Xavier is in no way responsible for any costs or other damages arising from my participation in this Experience, or resulting from any assistance provided or not provided under this paragraph.

VI. **Emergency Contact Information.** In the event of a health emergency, I authorize Xavier, through its representatives, to contact the person(s) designated below.

First Emergency Contact:

Second Emergency Contact:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Address: _____

Address: _____

Phone Number: _____ - _____ - _____

Phone Number: _____ - _____ - _____

Other Number: _____ - _____ - _____

Other Number: _____ - _____ - _____

E-mail: _____

E-mail: _____

VII. **Health History.** I certify that I have accurately provided my health history information below.

I have the following health problems, drug allergies and/or reactions that Xavier needs to be aware of in the event of an emergency [*write “none” if not applicable*]:

VIII. **Medical Insurance Coverage.** By signing this Agreement, I acknowledge that I have the medical insurance coverage as may be required by the particular Experience and/or my status at Xavier. I acknowledge that if I do not have the required or recommended insurance coverage, that I understand and voluntarily assume the risks of not having such coverage. I further acknowledge that Xavier is not responsible for any costs associated with any emergency health treatment, and that this applies regardless of whether I do or do not have medical insurance coverage. I further acknowledge that Xavier is not required to pay for any evacuation, reunion, or repatriation of remains costs that arise out of my participation in the Experience.

IX. **FERPA Release.** I acknowledge that I have certain privacy rights as a Xavier student under the Family Educational Rights and Privacy Act found at 20 U.S.C. § 1232g (“FERPA”). In accordance with FERPA, by signing below, I consent to the release of my education records maintained by Xavier to the Entities, which are necessary for or relevant to my participation in this Experience, in Xavier’s sole discretion. Additionally, I give my consent for Xavier to discuss these education records and matters related thereto with the Entities.

X. **Waiver of Liability.** I understand and agree that Xavier does not assume responsibility or liability for and has not made, does not make, and cannot make any representations whatsoever regarding my personal health and safety or that of my property while participating in this Experience. I release Xavier from all claims, including negligence, that may arise from my participation in this Experience, whether foreseen or unforeseen, known or unknown, and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in this Experience, up to and including my death.

- XI. **Acknowledgment.** In consideration of Xavier’s financial or other support of this Experience, and because I am voluntarily participating in this Experience, I acknowledge and agree that I assume all risks associated with participating in this Experience and agree to the terms set out in this Agreement. I understand that I may discontinue my participation at any time.

In this Agreement, “Xavier University” means Xavier University, all past and present directors, trustees, officers, employees, agents, insurers, attorneys, and any other party associated with Xavier University, including but not limited to any Xavier University faculty members or employees that were involved in the planning of, making arrangements for or conducting of this Experience. This Agreement shall be construed in accordance with the laws of the State of Ohio. Should any portion of this Agreement be held invalid, the remaining portion shall not be affected and shall continue to be valid and enforceable. I acknowledge that this Agreement shall bind me as well as my family members, heirs, executors, administrators, personal representatives, dependents, successors and assigns.

I acknowledge that I have read the instructions for completing this Agreement. I certify that I have read and understand this Agreement, and I freely sign it, acknowledging the significance and consequences of doing so. I also acknowledge that I have had all my questions answered to my satisfaction regarding this Experience and this Agreement.

By signing below, I assert that I am at least 18 years of age. If I am not yet 18 years of age, I understand that my parent or legal guardian must also sign below before I may participate in this Experience.

☐

I am 18 years of age or older.

☐

I am not 18 years of age or older.

Participant’s Signature

Date

If under 18, parent or guardian MUST complete this section:

Printed Name: _____
Signature: _____
Date: _____
Relationship: _____
Address: _____
Phone Number: _____
E-mail: _____