Department of Communication Internship Application

Leave no spaces blank. Complete the entire form. Keep a copy and submit this form and a current resume to:

Dr. Carolina Bown, Internship Director
Salisbury University, Department of Communication
1100 Camden Avenue
Salisbury, Maryland 21801-6860
Email: CDBOWN@salisbury.edu

PART I: *Intern Information*

Name: _____ Submission date: _____

Student ID #: _____ Cell Phone#: _____

SU E-mail: _____ Permanent E-mail: _____

Address: _____ _____

Address during internship: _____ _____

Major: _____

Concentration: _____

Minor: _____

Semester/Year during which you plan to take the internship: _____

Credits completed prior to internship: _____

Total credit hours for all classes taken during internship semester: _____

Overall GPA: _____

COMM GPA (as calculated using: www.gpacalculator.net): _____

Grading option: *Choose one* Letter Grade Pass/Fail
(Letter Grade counts towards COMM major;
Pass/Fail only counts towards 120 credit hours required for graduation)

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What previous COMM classes have you taken that you believe help to qualify you for this internship? (Do not list courses that are pre-requisite to COMM 495):

COMM #	Course Name	# Credits

Describe Relevant Professional Experience that you believe will help to qualify you for this internship:

How does this internship relate to your career aspirations?

Describe how you found this internship. What is your connection, if any, to this organization or its employees?

☐ Check box if this is a remote/virtual internship (see Virtual Internship Guidelines on page 6)

PART II: ***Organization Information***

Name of Organization: _____

Web Link: _____

Address:

_____

_____

Name of On-Site Internship Supervisor: _____

Title: _____ Department: _____

Phone number: _____ E-mail address: _____

PART III: ***Internship Information***

Student Job Title _____

Start Date: ___/___/___ End Date: ___/___/___

Total hours per week: _____ Total credit hours for internship: __ (45 hours per credit)

Work Schedule (Ex. 9am-3pm)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Units of Academic Credit to be Earned for COMM 495 (1-8) _____

1 credit	45 hours
2 credits	90 hours
3 credits	135 hours
4 credits	180 hours
5 credits	225 hours
6 credits	270 hours
7 credits	315 hours
8 credits	360 hours

Is this internship salaried? _____ At what pay rate? _____

Are any expenses of the intern to be paid by the company? _____

Explain: _____

Overall Nature of Work to be Performed by Student:

PART IV: *Assignment Information*

Describe in detail the assignments of the internship. *Please check if additional sheet is attached.*

Indicate % of time spent on each activity (total 100%)	This description will serve as the basis for final grading and assigning credit, so be as specific as possible, add an additional sheet if necessary.

Example: 30% Marketing Research; 10% Social Media Creation, 5% Other Projects, etc.

Before the prospective Intern and the On-Site Internship Supervisor sign/date this application, **the Intern must submit the application draft to the COMM Internship Director for review**. *All three signatures are required for approval.*

_____ _____

Intern *Date*

_____ _____

On-Site Internship Supervisor *Date*

_____ _____

Dr. Carolina Bown, COMM Internship Director *Date*

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For Office Use Only:

Internship is: **____ Approved** **___Not Approved**

Special Note: Since this agreement reflects a contract between the student, Salisbury University, COMM, and an external organization, the student cannot "drop" or "withdraw" from an internship experience without in-person discussion with the COMM Internship Director in advance of such action.

A complete application includes:

☐ Emailing this completed and signed application to CDBOWN@salisbury.edu

☐ Emailing a current resume to CDBOWN@salisbury.edu

☐ A COMM Faculty member submitting an online recommendation to Dr. Bown

Virtual/Remote Internship Guidelines

If a virtual internship is proposed by a student or offered by a prospective internship site, you still must complete and sign pages 10-12 of the internship application. Then, for virtual/remote internships, the following additional guidelines are used by the Communication Department Internship Director prior to final approval:

- The organization must be an established, legitimate business or non-profit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc.
- The Communication Department Internship Director must approve the supervisory role of the on-site mentor based on the individual's credentials. The Internship Director may request information detailing the proposed supervisor's expertise in the field in which the intern will perform duties. This could take the form of a resume, biography, etc.
- The organization must agree to offer an internship that meets the criteria of a legitimate internship as outlined by the U.S. Department of Labor, The Fair Labor Standards Act found here: https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships
- The organization agrees to a possible site visit from the academic internship coordinator.
- The organization and student (with advisor approval) must agree on a clear, detailed position description which covers all expectations and outlines what constitutes a successful internship (see pages 10-12 of the internship application).
- The organization's internship on-site mentor must provide the student with regular supervision, mentoring, and feedback that includes but is not limited to:
  - Use of a company intranet or virtual workspace on a server, or an online project management or document-sharing tool, such as Office 365, Google Docs, or a similar program. This will allow the on-site mentor to go online and monitor the work which is to be completed. The work is stored in the "cloud," not on a single PC, so it is always available to those who need it.
  - A regularly-scheduled email report in which the student provides information to the internship on-site mentor (and the academic advisor, if requested), such as hours worked, challenges or problems encountered, progress toward learning objectives, and questions posed by the intern.
  - At least two, regularly-scheduled, virtual meetings via Zoom, Skype, Gmail video chat or a similar technology. These meetings must be at least one hour in length and used to provide personalized feedback to the student and address any internship-related issues.
- The student must provide the internship director with the output of the internship (e.g., written materials produced, analysis completed) via a professional web folio at the conclusion of the internship.
- All equipment (hardware and software) identical to the kind used in the organization must be provided by the organization to the student intern. If the office does not own similar equipment, the organization must purchase any necessary equipment for the intern. NO use of personal equipment is permitted by the student intern for internship-related business.
- Since students doing virtual internships lack the ability to regularly network with professionals and peers, the organization agrees to pre-pay for student membership in a professional organization and/or pre-pay for admission to one professional association conference held during or after the internship period in an amount not less than $50 and not to exceed $100.
- The on-site mentor will provide the Internship Director with a final evaluation of the student intern and assessment of the intern's final web portfolio in the form of a completed On-Site Internship Supervisor's Evaluation of Intern Form.

(Guidelines created and/or adapted by Dr. David Burns, Dr. Terry Rentner, Michael True and with additional input from internship professionals via Internship.Net. Guidelines implemented in some form by the University of Maryland College of Journalism, Salisbury University Department of Communication, and Bowling Green State University Journalism and Public Relations Program, May 2020)