

## Communication Studies Internship Criteria

The purpose of completing an internship in Communication Studies is to allow students in senior standing to apply the skills and knowledge they have acquired through their major course of study. Below are a number of criteria that must be met in order to complete an internship.

- Students interested in completing an internship during their senior year must have at least a 3.5 GPA.
- Students must identify an internship that is fitting with their coursework and plan of study in the COMN department.
- Students must identify a faculty member in the COMN department to advise the internship and whose expertise provides relevant knowledge to the purpose of the internship.
- In order to be accepted into the internship program, students need to complete an application, including the following:
  - A letter that includes
    - Student name and contact information (phone number and email address)
    - GPA
    - A detailed description of the internship, including
      - the name of the organization where you will complete your hours.
      - the number of hours you will be completing each week (you should complete at least 10 hours per week).
      - the name of the person from the organization who will supervise your internship.
      - the responsibilities you will have and the tasks that you will be completing.
      - how your coursework in the department connects to the internship responsibilities and the tasks you will be completing (i.e., how have the courses that you have taken prepared you for your internship?).
      - the name of the faculty member who has agreed to serve as your internship advisor and a description of how that faculty member's expertise connects to the nature of your internship.
  - Internship Approval Form (see attached)
  - Faculty Advisor Approval Form (see attached)
- Any necessary background checks should be completed before you begin your internship.
- Applications are due to Dr. Erin Willer before the end of the second week of the quarter BEFORE the internship is to be completed. For Fall internships, please submit your materials by the last day of the Spring quarter preceding the Fall quarter when you will do the internship. Please send an electronic copy of your application materials to [ewiller@du.edu](mailto:ewiller@du.edu) or drop off a hard copy to Dr. Willer's mailbox in Sturm 200.

Communication Studies  
Internship Approval Form

Intern Name: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Starting Date of Internship: \_\_\_\_\_ Ending Date of Internship: \_\_\_\_\_

Internship hours per week: \_\_\_\_\_ (should be at least 10 hours)

Detailed description of internship, including duties, responsibilities, jobs, and tasks the intern will perform:

If accepted into the Communication Studies internship program, I agree to adhere to the above parameters that my supervisor and I have outlined.

Intern Signature: \_\_\_\_\_

If accepted into the Communication Studies internship program, I agree to supervise the above student and to hold him or her responsible for the above parameters. I also agree to complete an intern evaluation form at the end of the internship.

Supervisor Signature: \_\_\_\_\_

Communication Studies  
Faculty Advisor Approval Form

Intern Name: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

If accepted into the Communication Studies internship program, I agree to advise the above student.

Faculty Signature: \_\_\_\_\_

*Faculty advisors should file a copy of this form with the Director of Undergrad Studies*