

INTERNSHIP

Information

Department of Communication Studies
Texas State University San Marcos

General Information

The Communication Studies internship program is available to a select group of undergraduate students majoring or minoring in communication studies. The internship program is designed to serve four important functions: 1 integrates communication concepts and principles with the practical knowledge gained from working in an organization; 2 gives students a practical work experience before graduation which can be helpful not only in terms of the information gained but also for the job recommendations which could be useful after graduation; 3 expands and updates the communication studies course curriculum by providing a mode of instruction which integrates theory and practice; 4 provides new opportunities for university community relations. The goal of the internship is to apply the communication theory and research learned in the classroom and to analyze organizations from a communication perspective.

Eligibility for an Internship

All internship applicants must meet the following requirements before applying for an internship.

1. Students must be registered as a Communication Studies major or minor.
2. Students who are undergraduates must have taken or presently be enrolled in 18 hours of Communication Studies courses.
3. Students must have completed Organizational Communication COMM 3319 with a grade of A or B.
4. Students must be classified as a junior or senior.
5. It is preferred that students have an Texas State GPA of 3.0. Students with a GPA below 3.0 may be considered for an internship. Applicants should understand that a limited number of internships are granted each semester and that acquiring an internship is a "privilege" and not a "right."

Clarifying Internship Expectations

Intern applicants should realize that internships will demand a block of time in the mornings, afternoons or weekends. Interns will usually be expected to work in an organization no less than three continuous hours per day, at least two days a week. Before submitting an internship application, each prospective intern should anticipate his/her schedule for the following semester in order to allow for blocks of time to do the internship. Because of these time demands, most interns find it easier to accomplish an internship during a semester when they are taking a lighter course load or when the courses they are taking are not highly demanding.

Prospective Interns should spend some time seriously considering the kind of organization in which they would like to work as well as the type of internship they would like to undertake. It is assumed that when you apply for an internship you have some idea regarding a particular organization you would like to work in as well as a specific job in the organization. Prospective interns are encouraged to make initial contacts with organizations and discuss with them the possibility of an internship. It should be realized, however, that all prospective internships must be discussed with the director of the internship program Sue Stewart and that the ultimate approval for any communication internship must be granted by the internship committee. In most cases, a student's current employment will not be eligible for use as an internship.

The key to a successful internship is being very specific about the job responsibilities and clarifying expectations. In an effort to help you decide what kind of job you could do as an intern, all organizational communication internships have been classified as either: (1) performance or (2) analytical.

Performance oriented internships involve doing a specific job in an organization where the intern gains work experience as well as helps the organization accomplish its goals. In the past, interns have done a variety of performance oriented internships including developing a slide show clarifying various objectives and services of an organization, developing brochures, working in travel agencies, giving speeches for organizations in a speaker's bureau as part of their public relations program, helping develop training programs and workshops, and working in the main party headquarters for a state political election. Each intern applicant should determine whether he/she wants to pursue an analytical or performance internship and provide this information on the appropriate application forms.

In contrast, analytical internships involve some form of data analysis of an organization from which conclusions are drawn and a final report is submitted. Examples of this type of internship include the use of communication audit questionnaires measuring information uncertainty, sources of information, and channels of information, etc. , measuring employee satisfaction, conducting a network analysis and analyzing the quality of upward and downward communication.

As a rule, interns should anticipate working 100 hours in the internship. Since students receive academic credit for the internship, it is not necessary for students to be paid for working in the organization.

Application Forms

To apply for an internship, students must do the following: (1) prepare a resume providing the information requested on the Resume Form attached to this copy), (2) complete the Internship Proposal Form (attached to this copy), (3) provide two letters of recommendation that specifically address reliability, punctuality and work ethic and (4) obtain a copy of your Texas State transcript (unofficial). Please note that the information requested on the resume is different from most job application resumes, so be sure to provide all requested information. All documents must be typed and error free.

Application Deadlines

Internships are available only in the Fall and Spring semesters. Deadlines for each semester will be posted in Centennial Hall and on the department website.

The Selection of Interns

The Communication Studies Internship Committee will review the resumes, internship proposals, and available internships. Criteria used in evaluating applicants include overall GPA, GPA and performance in Communication Studies courses, record of dependability, letters of recommendation, evidence of competence to carry out a particular internship, and availability of faculty supervisors to direct the internship. If deemed necessary, applicants may be asked to meet with individual members of the Internship Committee or the entire committee before the applicant is recommended or rejected for an internship. (If a student is not recommended for an internship, he/she may complete the program by selecting another 3-hour course from those specified in the curriculum.

Selection of Internship Agency

In most cases, students acquire their own internship host. Many internship postings can be found on *Jobs4Cats* as well as from individual employers' websites. Following the meeting with the faculty supervisor, the intern will set up an interview with the person in the agency he/she will be working with (i.e., the agency supervisor). The purpose of the interview is to determine if the agency finds the intern acceptable as well as to determine if the intern finds the agency acceptable. It is very important that the intern be on time for the interview and dress appropriately. At the interview, the intern should be able to discuss specific goals for the internship and the kinds of things that might be learned. An effort should be made to discuss work assignments, times available to work, and the length of the internship. In most cases, a student's current employment will not be eligible for use as an internship.

Clarifying Job Assignments

Your internship will involve job assignments that originate from your internship assignment as well as your class assignments. Your internship assignments will be determined by your agency supervisor. Your class assignments will be determined by your faculty supervisor and will involve bi weekly written assignments, a mid term and a final research paper, and periodic meetings throughout the semester.

Internship Evaluation

Interns are evaluated by their agency supervisor at the mid term point of the semester and when the internship is completed.

Interns are evaluated by the faculty supervisor at the mid-term point of the semester. The final grade will be based on the diligence of the intern in maintaining contact with their faculty supervisor attending meetings, classes, etc. as well as the successful and timely completion of the following documents: 1 Learning objectives for the internship, 2 Learning objective updates, 3 Mid term paper, 4 Work Journal, 5 Time sheets, and 6 Final paper.

RESUME FORM

Your resume must be typed and professional in appearance. It should not exceed three pages and should include the following information:

Full Name

Student ID Number

Local Address

Local Phone Number

Permanent Home Address

Permanent Home Phone Number

College Major and the number of semester hours completed by the end of this semester.

College Minor and the number of semester hours completed by the end of this semester.

Classification in School

List all the Communication Studies courses you have completed, your instructor, and the grade received in the course.

List all the Communication Studies courses you are taking this semester, your instructor, and an estimated grade in the course.

Overall GPA as an undergraduate at Texas State University San Marcos.

GPA in Communication Studies courses that have been completed.

List any courses taken outside of Communication Studies that you feel provided information that will help you complete your internship.

List in reverse chronological order jobs you have now or have held in the past and the type of work done.

List any Activities or Honors you have received (specifically those received while in college).

Indicate your Career Goals or what you plan to do following graduation.

PROPOSAL FORM

Your proposal must be typed and professional in appearance. It should not exceed three pages and should include the following information:

Your Full Name:

Submission Date:

Semester you would like to intern: Fall 20____ Spring 20____

List all the courses and corresponding semester hours of each course you plan to take the semester you are doing the internship:

If you do not receive an internship, what other courses do you plan to take?

Provide information detail on the specific kind of internship you want to pursue.

Please also provide the names of persons or organizations you have talked to about a possible internship. Please give detailed information concerning the kind of work such an internship would involve.