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ABOUT OUR PROGRAM...

REQUIREMENTS & PREREQUISITES

You can do an internship BEFORE you are accepted into the Communication Department as a major, but to do so you must go through the Student Success Program. Contact a pre-comm advisor at the Student Success Advising Center for more information.

Once you are a Communication major, you can apply for an internship through the Department of Communication.

COMPENSATION

Although you will be working as an intern while simultaneously earning academic credit, you are approved by the Department of Communication to earn a wage if offered by the internship provider/company.

INTERNSHIP HOURS

A typical student has the opportunity to earn 1-3 hours of credit for a single internship. The number of credit hours is based on the number of hours of internship work you successfully complete. For the duration of the semester, this amounts to the following:

- **50 hours** = 1 credit
- **100 hours** = 2 credits
- **150 hours** = 3 credits

CREDIT HOURS

You are only allowed 40 hours of communication credit toward meeting the necessary graduation requirements. If your internship contributes to exceeding that amount, the hours will not be counted towards graduation.
### WHAT AN INTERNSHIP IS NOT...

**“Time-Out.”**
An internship is a learning experience. Some people learn more effectively through experience and internships provide that opportunity. Remember, a grade or credit for an internship is based on what you can show or demonstrate you learned during the internship, not solely on the evaluation of your performance.

**An easy grade.**
Most students report working just as hard if not harder on their internships as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Be careful not to plan an internship during an otherwise “heavy” semester.

**Volunteer experience.**
Regardless of the financial arrangements, an intern is not the same as a volunteer. An intern earns credit or a grade based on what is learned from the internship experience. As an intern, you must be self-conscious of what you are learning and strive to meet identified learning goals in order to successfully earn credits.

**Resident expert.**
Student interns bring special skills, knowledge, and fresh ideas to an organization. It is not appropriate, however, for an organization to expect an intern to be the “resident expert” or to fill a gap in an area in which the staff lacks basic skills or knowledge. You should be supervised by a professional staff person who has some expertise in the area in which you are working.

**Go-fer.**
An intern is not supposed to perform all the routine or uninteresting work within an organization. An internship should be a meaningful learning experience. Most positions and projects will involve some routine work; however, it is recommended that it be limited to twenty percent of your time as an intern.

**Guarantee of a job offer.**
Sometimes interns are offered part or full-time employment as a result of contacts made during their internships but there is no guarantee that an internship will get you a job. Many employers value hiring someone who has had an internship experience; therefore, when you are competing for a particular position in a given field, your internship may prove beneficial. The best way to gain career and job advantages from your internship is to get to know the people you are working with in the organization. Build an information and referral network yourself.
As you prepare to find an internship, consider the following tips:

1. Be strategic about your resume. Make it relevant, concise, and tailored to the position for which you are applying.

2. Prepare for the interview. Gather intelligence about the organization, spend time on its website and social media.

3. Show genuine interest in the position and the organization and prepare good questions for the interviewers. Remember that you are interviewing them as well.

4. Always write thank-you notes and use them as an excuse to show interest for the values of the organization and to reflect upon what you learned in the interview.

5. Show that you understand how to dress appropriately for a professional setting.

6. Know what outcomes and professional goals you want to get from the position and make sure to communicate them to the interviewer.

7. Do not lie about your expertise or skills.

8. Proofread.


10. Be mindful of your interpersonal skills. Treat everyone with respect and be kind.
DURING YOUR INTERNSHIP

Each internship is as unique as its company and it will vary by industry and organization. How much you learn from the experience can depend in large part upon your own initiative and attitude. Keep in mind that every company has a different corporate culture, and make sure to respect that culture. Here is a list of things to remember during your time on the job.

Former interns who received great feedback from their companies followed these hints while working on their internships:

1. Find ways to stand out.

During your internship, there will almost certainly be times where you have nothing to do. You've already finished the projects you've been assigned, and reported back to the person that assigned it. Oftentimes, people can’t think of something right away, because they're busy working on other things. Got an idea? Take the initiative and run with it! This will show that you are creative, have good time management skills, and care about the job.

2. Create an action plan.

Set professional and personal goals at the beginning of your internship. Working at a company is a privilege, and it is important that you make the most out of your time there. When you start work and see how the organization is run, sit down for a few minutes and reflect on some things you want to accomplish. They don’t have to be specific, but can be general as well. If you feel confident in your list, you might consider sharing it with your supervisor. Ask them to hold you accountable for the goals you have set out, and meet with them halfway through your internship to get feedback.


Networking might be the most important tool you will ever use in your professional career. You never know when you will need someone's input, advice, or connections. So, while you are working at your internship, keep in mind that most of your co-workers and superiors have been at this a long time and know a lot more people in different industries than you. Your internship is the start of your professional endeavors. Keeping in touch, even every 6 months or so after you finish will keep you on the radar, and leave a good impression with your past employers.

Bottom line:

- Maintain integrity at your internship.
- Get to know your co-workers, ask them questions. Learn their story.
- Express your interests, goals, and aspirations.
- Collect business cards, emails, and phone numbers. Keep them.
STEPS TO EARN CREDIT

Once you have been offered an internship, complete these steps in order to ensure that you will receive credit from the Communication Department for your internship experience.

1. Complete the **INTERNSHIP APPLICATION FORM** in the back of this booklet and return it to Dr. Astrid Villamil at 108 Switzler Hall. The application form can also be found on the department’s website by following the link below: [http://communication.missouri.edu/undergraduate/internships.html](http://communication.missouri.edu/undergraduate/internships.html)

2. Once your application has been received and approved, you will receive a course permission number. Use that number to **register** for COMMUN 4940 on MyZou.

3. You must keep a **record of the hours** you work (feel free to use the log provided in the back of this handbook). At the end of your internship, have your supervisor verify your hours and sign your hour log.

4. Midway through your internship, complete the **MIDTERM SELF-EVALUATION FORM** sent by the Department and return it to Dr. Astrid Villamil at 108 Switzler Hall. The form can also be accessed via the department’s website.

5. At the end of the semester, you will be asked to turn in an **INTERNSHIP PORTFOLIO**. While you can be creative about the format of this portfolio, it **must** contain the following elements:

   1. A final self-evaluation in which you reflect upon your internship experience. Feel free to use the prompts included in the back of this handbook as a guide; however you should write in essay format and **not** Q&A format. (3-4 pages)
   2. A sample of your work as intern (reports, proposals, press releases, etc.).
   3. An updated resume.
   4. A sample cover letter. This letter should model how you would present yourself for another internship or job.
   5. A log of your internship hours approved and signed by your supervisor.

6. Upon receiving these materials, the Department will send your internship supervisor a **STUDENT INTERNSHIP EVALUATION FORM** and will ask them to complete the form and return it to 108 Switzler Hall.

   **If you have other questions, feel free to contact Dr. Astrid Villamil at 573-882-3609 (villamilA@missouri.edu) or Cathy Illingworth at 573-882-4431 (IllingworthC@missouri.edu).**
1. Describe the type of work you do in your internship. Describe your daily routine (if one exists); the days you work, how many hours you work per day, and your responsibilities. (250 words minimum)

2. Describe the type of interactions you have with your supervisor and other employees. Include at least two specific experiences when you have learned something specific about the company, the industry, or yourself, based on that interaction. (250 words minimum)

3. Describe two strengths and two weaknesses of your organization. (250 words minimum)

4. Describe three examples in which you have applied class concepts to the internship work. (500 words minimum)

5. Describe something you have learned so far that surprised you. This should be something that you have not been able to learn in the classroom. (250 words minimum)

(You will receive an online version of this evaluation via email. You will also receive details of when you should return the completed version)
HOUR LOG

Have your supervisor sign this log and return it as part of your Internship Portfolio
(This form is also available online)

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Credit hours enrolled: ___________ Total hours worked: ___________

I certify that the above represents an accurate account of the hours worked over the course of this internship.

Student Signature
__________________________________________________________

Internship Supervisor Signature
__________________________________________________________
Use these prompts to write your final self-evaluation. Write your reflections in essay format. (3-4 pages)

1. In what ways did you meet your learning and professional goals?

2. In what ways did you fall short of meeting your goals?

3. How did this experience influence the way you understand the professional world?

4. What new insights did you gain into the practices and problems of this line of work?

5. What contributions did you make to your work place?

6. What classroom experiences prepared you well for this internship?

7. What coursework or experiences do you need to continue your career preparation?

8. What were the best and worst aspects of this experience?

9. What do you intend to do different as a result of this internship experience?

10. What advice would you give others about this internship site and line of work?

(You will receive an online version of this evaluation via email. You will also receive details of when you should return the completed version of this form as part of your Internship Portfolio)
INTERNSHIP APPLICATION FORM
COMMUN 4940

Name ___________________________         Student # _________________________
Current Address ______________________________________________________________
Current Phone ___________________________ E-Mail _____________________________

Please make sure that your permanent address and phone number are on file in the main office

Semester of intended Internship ____________  Intended credit hours (1-3) _________

Have you been admitted to the major? ___________ Date of admission ________________

Expected graduation date ______________________ GPA ______________________________

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Internship Agency ________________________________________________________________
Contact Person + Title ____________________________________________________________
Business Address __________________________________________________________________

Business Phone ___________________________ E-Mail ______________________________________

How did you hear about this internship?
Describe your job’s tasks and responsibilities.

Describe why this internship is a good fit for you and what communication skills/knowledge you will be applying in this internship.

List the learning objectives/goals you expect to complete during your internship (e.g. skill development, broader knowledge, career awareness, personal development, networking, etc.)

I understand that by signing this form: I agree to represent the Department of Communication to the best of my abilities, agree to carry out my job’s tasks and responsibilities, and agree to meet my learning objectives and goals.

Student Signature _____________________________ Date _____________________