

POLICY STATEMENT COMMUNICATION STUDIES INTERNSHIP

The Communication Studies Department strongly recommends the internship experience as a dynamic means of linking theory and practice and preparing our students to work effectively in mass media, journalism, broadcasting, organizational communication, human relations and public communication.

This policy statement explains the expectations and the requirements of our internship program as well as the cooperative relationships among the sponsoring agency, the department and the student.

INTERNSHIP GOALS

1. The internship should provide the student with on-the-job experience which is both practical and purposeful. The student should be able to apply skills and concepts learned in the classroom and acquire new competencies and understanding under the guidance of a supervisor or mentor in the sponsoring agency.
2. The internship experience should also develop the student's appreciation of professional quality, commitment and cooperation in work relationships and organizational practices. There should be an opportunity to learn teamwork and practice communication competencies.
3. One of the most important aspects of the student's internship experience should be the opportunity to understand the WHY as well as the HOW of work performed within a specialized professional organization.
4. The internship should be part of an overall academic process based on individual learning goals and an integrated professional experience that helps to link theory and practice.

The internship agreement is a commitment to a particular agency and should be honored. If, however, for some unforeseen reason the student must withdraw from the internship with the sponsoring agency, the intern must first contact the director and then talk with his or her supervisor. The agency should have two weeks notice of withdrawal.

This Policy Statement emphasizes the importance of cooperation and communication among the Department, the Agency and the Student Intern.

UNIVERSITY OF MISSOURI- KANSAS CITY
COMMUNICATION STUDIES DEPARTMENT
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INTERNSHIP ELIGIBILITY REQUIREMENTS

In order to qualify for a Communication Department internship, you must meet specific criteria.

A Communication Studies major

or

A Bachelor of Liberal Arts major

Preferably a Junior or Senior

Completion of at least 9 hours of communication courses

Good academic standing with at least a 3.0 GPA in Communication Studies

Completed application materials

The internship course number is ComS 484. Each intern is required to sign up for at least one credit hour.

One credit Hour requires 75 hours of intern work

Two credit hours requires 150 hours of intern work

Three credit hours requires 225 hours of intern work

Four credit hours requires 300 hours of intern work

The internship credits count toward your major, and for the number of 300/400 level classes toward graduation.

If you are interested in an agency that is not in our current Intern Opportunities book, you must verify that organization with the Intern Director before your agency interview.

We will not award credit for previous work done in an unregistered internship or a part-time job.

APPLICATION FOR A COMMUNICATION STUDIES INTERNSHIP

Name _____ Home phone _____ Work _____

Address _____ City, State. Zip _____

Student ID# _____

Type of Internship sought: _____

Are you currently an intern? _____

Current Classification _____

Communication Courses Taken Current Coursework

Course#	Title	Grade	Course#	Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Current GPA in Major _____

Are you a transfer student? _____ From where? _____

Are you presently working? _____ If yes, how many hours per week? _____

Special skills or work experience? _____

What is your career objective? _____

Are you planning to go to graduate school? _____

Why do you want an internship? _____

INITIAL INTERN AGREEMENT

Interns: Complete this form in discussion with your supervisor before you begin your internship or on your first day of work.

Return this form to the Internship Director immediately .You are not officially enrolled until this form is returned to :

Dr. Carol Koehler
103 Manheim
202 Haag Hall ,
Communication Studies Dept.
UMKC
5100 Rockhill Road
Kansas City, MO 64110

Intern's Name: _____

Agency: _____

Supervisor: _____

Internship Start Date_____ Completion Date: _____

Hours per week: _____

Paid Internship_____ Unpaid Internship_____

Intern's Primary Goals

Intern's Job Description:

I have read the Policy Statement and I understand my role and responsibilities.

Signature of Intern:_____Date: _____

Signature of Supervisor:_____Date:_____

Signature of Intern Director_____ Date_____

INTERNSHIP REQUIREMENTS AND GRADING PROCEDURES

Your internship file begins with the return of your INTERN AGREEMENT SHEET stating your learning goals, job descriptions and hours. This should be completed in discussion with your supervisor during the interview process. You will receive a letter grade in this course. (ComS 484).

MEETINGS WITH THE DIRECTOR

At least two meetings with the internship director are required. This includes the initial meeting, one after the first two or three weeks of the internship and a discussion of the middle of the internship progress report. These meetings will provide an opportunity to discuss progress, review your learning goals, assess performance, discuss concerns and plan for integration and application. You are responsible for calling to schedule these meetings. They are worth 10% of your grade.

GROUP MEETING

You are required to attend an interactive group session at the completion of your internship. Be prepared to show some of your work. The final meeting date will be by arrangement at the end of each semester. These are mandatory meetings for all interns. They are worth 40% of your grade.

FINAL PAPERWORK

1) Individual Assessment: (Narrative Reflection)

Preparation: How did your courses and classwork prepare you for your internship? Describe specific topic, theories and ideas that were useful.

Knowledge and skills:

What were the most important things that you learned during the internship? Relate these learnings to specific activities and experiences in your internship.

Integration:

How does the internship fit into your career or graduate study? Write about the value of the internship experience in relation to professional development.

Evaluation:

How would you evaluate your overall performance in the internship? Support your answer with specific examples.

2) End of internship progress report

3) Letter of recommendation from your supervisor on company stationary.

AGENCY SUPERVISOR EVALUATIONS

Your intern supervisor will be asked to assess your performance at the end of your internship. This evaluation will be worth 50% of your grade. The Internship Director will send a form to your supervisor. The supervisor will return the evaluation to the Director.

MIDDLE OF INTERNSHIP PROGRESS REPORT -DUE AT MIDTERM

Name of Intern_____

Name of Employer_____

Name of Supervisor_____

Today's Date_____/_____/_____

Projects I am working on...

What were some specific activities that you performed?

How do these activities help you reach your intern goals?

Skills I am working on...

Things on which I have improved...

Things I would like an opportunity to do...

Comments...

Date_____

Intern's initials

Supervisor's initials

END OF INTERNSHIP PROGRESS REPORT - DUE AT END OF SEMESTER

Name of Intern_____

Name of Employer_____

Name of Supervisor_____

Projects completed...

What I have learned/experience gained...

What is your perspective toward a career in your internship area?

Assess your current progress on your learning goals.

In what ways has your supervisor contributed to your learning goals

Things I would have changed,,,

Comments...

Intern's initials

Supervisors initials