

Internship in Communication (COMM591)

# Organization Internship Handbook

Internships are *both educational and professional* experiences. Indeed, the key distinction between a “job” and an “internship” is that the primary purpose of an internship is to learn.

## **Steps to having your most positive experience with your intern**

1. Hire an intern with CSUSB Dept. of Communication Studies
2. Sign the registration form (provided)
3. Sign the learning objectives form (provided)
4. Help your intern by teaching, training and giving real world experience to the field he or she is interested in
5. Sign the worklog (provided)
6. Fill out the survey (provided)
7. Done!



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College of Arts and Letters  
*Department of Communication Studies*

Dear Internship Site,

My name is Jess Block Nerren. I am the Faculty Internship Coordinator for CSUSB's Department of Communication Studies.

Thank you for participating in our internship program.

Hosting our student interns will offer you a range of benefits. You can:

- Develop a pipeline for hard-to-fill entry-level positions in today's tight hiring environment.
- Evaluate prospective employees in a supportive, guided environment by our faculty.
- Meet diversity objectives by including people from our institution ([demographics](#)).
- Get new ideas from aspiring professionals who know many of today's cutting-edge communication best practices.
- Develop deeper relationships with CSUSB.

Inside you'll find all the detailed materials that you'll need to officially be an internship site supervisor. We've worked hard to make this as easy on you as possible. The only thing you are responsible for is working with your intern, providing training and opportunity for your intern, signing a few documents filled out by your intern, and completing a survey by the last day of your student's internship. Everything else is your student's responsibility. (But we've provided to you the forms he or she will be filling out and providing to you for signature, just so you know what is coming down the pipeline early!)

If you have questions about this survey or about hosting CSUSB Communication interns, please contact me at [Jessica.nerren@csusb.edu](mailto:Jessica.nerren@csusb.edu).

**Sincerely,**

A handwritten signature in black ink, appearing to read "JB".

Jess Block Nerren



College of Arts and Letters  
Department of Communication Studies

## Internship Application

The CSUSB Department of Communication Studies internship program provides students with an opportunity have an experience which is both educational and professional. The primary purpose of an internship is to learn in a professional setting.

The term of an internship is the same as the 10-week quarter.

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### FOR THE STUDENT TO COMPLETE

It is the student's responsibility to see that all hours are completed and all documents are returned to the faculty internship coordinator by the last day of the quarter, including:

- 1) Resume,
- 2) Worklog and hours verification,
- 3) Learning Objectives Worksheet,
- 4) Final paper.

Student Name: \_\_\_\_\_ Coyote ID#: \_\_\_\_\_  
Email \_\_\_\_\_ Telephone: \_\_\_\_\_

Internship Site Company Name: \_\_\_\_\_ City: \_\_\_\_\_

Internship Site Supervisor Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Your internship may be 2-5 units. Please select an option:

- \_\_\_\_\_ 6 hours per week at your internship is a TWO UNIT internship,
- \_\_\_\_\_ 9 hours per week at your internship is THREE UNIT internship,
- \_\_\_\_\_ 12 hours per week at your internship is a FOUR UNIT internship,
- \_\_\_\_\_ 15 hours per week at your internship is a FIVE UNIT internship.

This internship is for the \_\_\_\_\_ quarter from \_\_\_\_\_ (start date) until \_\_\_\_\_ (end date).

Write two sentences describing to the best of your understanding what you will be doing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I commit to meeting the objectives and deadlines listed above.  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon completion of the form up to this point, please provide a copy to your internship site supervisor. Keep a copy for yourself for your records.*

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**FOR THE INTERNSHIP SITE SUPERVISOR TO COMPLETE**

Internship site supervisors are responsible for setting workplace assignments, supervising the intern in his or her work, providing training and development opportunities for the intern, signing requested forms in a timely manner and answering a brief survey on the performance of the intern.

I confirm \_\_\_\_\_ number of hours per week for this internship for the dates written above for the description of the internship listed above. I understand that the internship for credit will end at this end date.

Any additional comments: \_\_\_\_\_  
\_\_\_\_\_

Note: Monetary compensation for interns is not required, however it is permissible and encouraged.

Internship Site Supervisor Approval:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon signature, please return back to your intern for submission to the CSUSB Communication Studies internship coordinator.*

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**FOR THE INTERNSHIP COORDINATOR TO COMPLETE**

Faculty Internship Coordinator Approval:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 90 Units Completed Overall \_\_\_ 2.5 GPA Minimum \_\_\_ 16 Units Comm.

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College of Arts and Letters  
*Department of Communication Studies*

Dear prospective internship provider:

This letter is to confirm that if selected, our CSUSB students who register and complete the Comm 591 internship will, in fact, receive credit for your internship.

This is contingent on a few important objectives:

1. The student will present you with internship registration form which he or she will need signed and completed before he or she can register for Comm 591. This form will confirm the agreement and the number of hours.
2. The student will need to be registered in a timely manner for Comm 591 for that quarter to receive credit. (Once registered, students may provide a copy of transcript to confirm registration in course- but this is only available AFTER registered)
3. The student will need to meet all objectives of his or her internship. This is the student's responsibility to complete in a timely manner.
4. Internship supervisor (you) will sign a few forms verifying completion. This is the student's job to provide you these forms in a timely manner.

While FERPA privacy regulations prevent us from confirming any details of the student's private information with the internship site or supervisor, provided that all these items are done in a timely manner, any student enrolled in the internship class will receive credit.

Should you have any additional questions, please do not hesitate to communicate with Jess Block Nerren, Internship Coordinator, at [Jessica.nerren@csusb.edu](mailto:Jessica.nerren@csusb.edu), anytime.

A handwritten signature in black ink, appearing to be "JB" with a stylized flourish.



College of Arts and Letters  
Department of Communication Studies

## INTERNSHIP LEARNING OBJECTIVES

Name: \_\_\_\_\_ Internship Faculty Coordinator: \_\_\_\_\_

Internship Quarter: \_\_\_\_\_ Internship Site: \_\_\_\_\_

**It is the student's responsibility to complete this form.**

Learning Objectives provide the structure and framework for learning outside of the classroom during an internship experience. These objectives illustrate how you will DO something and should be specific, strong and clear to provide an understanding of your needs and course you are pursuing. Solid objectives will increase the likelihood that the internship experience will be beneficial and successful. Attached are examples of NOT S.M.A.R.T. and S.M.A.R.T. Learning Objectives. These examples will give you a better idea between acceptable and unacceptable objectives for your upcoming internship. Your goal is realistic if you truly believe that it can be accomplished.

**S**pecific

**M**easurable

**A**ttainable

**R**ealistic

**T**imely

S.M.A.R.T. Learning Objectives to help generate Outcomes

Provide a specific objective such as Who, What, Where, When, Which and Why.

Measure your progress of each objective you set, stay on track; reach specific dates so you know when you accomplish something. Develop attitudes, skills and abilities that will enable you to attain any goal you set for yourself as long as you use your internship time wisely. An objective must be realistic so that it can represent something you are willing and able to work toward Set a timeframe for yourself so your objective can be completed within a certain period of time.

Learning Objective One: What have I learned in the classroom that relates to the real working world?

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Learning Objective Two: What new skills will I learn or hope to learn during the internship?

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Learning Objective Three: How will this internship help inform my understanding of career choices within my major or field?

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**NOT S.M.A.R.T. Learning Objectives**

- I want to learn all about working in the television broadcasting industry
- I will learn about media.
- This internship will give me experience in the field of public relations
- I am very interested in practicing human relations and leadership

**S.M.A.R.T. Learning Objectives**

- I will learn the methods involved in researching the effects of media on behavior
- I want to develop the communication skills in high pressure situations
- I will analyze the different aspects and departments by working in the field of radio
- I will study the state policies of communication in the workforce and how those policies affect underrepresented groups.
- I will learn to develop appropriate tests and surveys to measure effective communication in an industry
- I hope to receive an overall perspective on public relations through practice
- I plan to study the methods of leadership demonstrated in the industry I'm entering
- I will learn to apply the principles of communication to media production

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: This signed form is due Week #3 of your internship**

Internship Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_



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**Department of Communication Studies  
Hours Log for Internship in Communication**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Quarter \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Concentration \_\_\_\_\_

Credit Hours registered for (check 1)

- 6 hours per week at your internship is a two-unit internship,
- 9 hours per week at your internship is three units,
- 12 hours per week at your internship is four units, and
- 15 hours per week at your internship is five units

Host organization \_\_\_\_\_ Location \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Week worked	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	Supervisor's Initials

Total hours worked \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: This signed form is due Week #10 of your internship**

Internship Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_





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College of Arts and Letters  
*Department of Communication Studies*

## **Department of Communication Studies Survey for Internship in Communication**

Hi. This is Jess Block Nerren, faculty internship coordinator for CSUSB's Department of Communication Studies. Thank you so much for hosting an intern at your organization this quarter. I need to gather final feedback from you on your student intern's experience. If you could complete this short form at your earliest convenience, it would be greatly appreciated. Supervisor feedback is a requirement for our students to receive academic credit for this internship.

Please let me know if you have any questions.

Thanks again for your time and service. I hope our students have an opportunity to work with your organization again in the future.

-Professor Nerren

Jess Block Nerren  
Faculty Internship Coordinator  
CSUSB Department of Communication Studies  
[jessica.nerren@csusb.edu](mailto:jessica.nerren@csusb.edu)

LINK TO SURVEY

<https://goo.gl/forms/AxCTeP56ToK4luVr2>