

Internship in Communication (COMM591)

# Internship Handbook

Internships are *both educational and professional* experiences. Your internship isn't free labor. Your internship takes what you've learned in the classroom and gives you the opportunity to apply it in the real world in a professional setting. Learn is the key word.

## Steps to getting an internship

*You MUST do these IN ORDER to obtain an internship. Start at step one.*

1. Check you Meet the Criteria
2. Apply to Internships
3. Secure an Internship
4. Choose your Internship
5. Fill out Internship Registration Form
6. Return form
7. Get Registered and Check BB
8. Do Internship Hours
9. Do Internship Assignments on BB
10. Done!



# STEP 1. Check you meet the criteria

(Recommended due date: 2 months before registration)

It is Department policy that you meet certain criteria (or “prerequisites”) before completing an internship. These criteria are in place to ensure that you are prepared to complete an internship -- both in terms of the number of units you’ve completed, and your performance in those classes.

\_\_\_\_\_ I have checked my PAWS (or asked for advising if help needed)

\_\_\_\_\_ I have a GPA of at least 2.5

\_\_\_\_\_ I have completed 90 units towards my degree

\_\_\_\_\_ I have completed at least 16 units in COMM at CSUSB

All of this information is available on your PAWS account, so we **recommend that you start by checking your own PAWS**. You can also confirm that you’ve satisfied these criteria by checking with CAL advising (UH-203), your faculty advisor, or with the faculty internship coordinator.

*NOTE: An internship CAN count as practica credits towards your graduation requirement.*

**STEP 1**

## STEP 2. Apply to Internships

(Recommended due date: 2 months before registration)

Like jobs in many communication-related fields, internship opportunities are not always well advertised, so you'll need to look in different ways. Keep in mind, you may need to put yourself "out there" a LOT to produce a result from your efforts. It would be completely reasonable to apply to 100 internships a month or more in order to produce a result.

\_\_\_\_\_ I have my resume, LinkedIn account, and cover letter ready to go. (The Career Center can help with these)

\_\_\_\_\_ I have considered my likes and preferences in my field:

What Communication courses have you found most engaging, interesting, or important?

\_\_\_\_\_

What extracurricular activities have you enjoyed?

\_\_\_\_\_

What professional Communication fields do you plan to work in?

\_\_\_\_\_

What for-profit, non-profit, and municipal organizations employ these types of communication professionals?

\_\_\_\_\_

\_\_\_\_\_ I have searched and applied for internships including: the [CSUSB's Career Center](#), [CSU Entertainment Internships](#), [The CSUSB Comm Internships Page](#), Handshake, Posting my resume to Handshake, Reaching out to your personal network offering your services, Search for internships both [on campus](#) and [off campus](#), Emailing organizations and HR departments of organizations you are interested in (even if internships are not posted.)

\_\_\_\_\_ I have applied early, often and frequently.

\_\_\_\_\_ I have responded immediately to any requests I receive.

**STEP 2**

Form on Next Page:

**LETTER  
DISCUSSING  
COURSE CREDIT  
FOR INTERNSHIP**

**STEP 2**



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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.

Professor Jess Block Nerren, Faculty Internship Coordinator  
[Jessica.nerren@csusb.edu](mailto:Jessica.nerren@csusb.edu)

## STEP 3. Choose your Internship

(Recommended due date: 1.5 months before registration)

\_\_\_\_\_ I have kept an open mind and avoided ruling out opportunities too fast. (while avoiding scams!)

\_\_\_\_\_ I recognize that good internships can come in many shapes and forms including: events, social media, marketing, production, editing, HR and in many different industries. There is something great to be learned from many different internships even if I don't know how it relates to my ultimate career goal yet.

\_\_\_\_\_ I attended all interviews, was professional, and arrived on time.

\_\_\_\_\_ I feel like places I'm considering for my internship may offer me any of the following:

- new skills,
- an edge over my competition,
- an opportunity to explore a new part of my studies,
- a chance to work with smart people,
- access to mentors,
- new experiences,
- time in a work culture aligned with my values,
- possible future job opportunities,
- the chance to work on projects that matter,
- collaboration with people who treat each other with dignity, empathy and professionalism. (You may never do all these in one internship, but answering yes to some may indicate this is a worthy internship site.)

\_\_\_\_\_ I respectfully and promptly accepted (or declined!) any offers I was made.

## STEP 4. Secure your Internship

(Recommended due date: 1.5 months before registration)

\_\_\_\_\_ I provided a verification letter plus any other documentation (if requested.) Some internships, especially with larger companies require an dept. letter verifying credit for your internship. A letter is included in this packet.

\_\_\_\_\_ I have confirmed a start date for me to arrive and begin working as an intern. I know where to go on my first day.

\_\_\_\_\_ I know who my company internship site supervisor is where I will be doing my hours. His or her name is \_\_\_\_\_ and he or she can be reached at \_\_\_\_\_ (email or phone)

\_\_\_\_\_ I have determined together with my faculty internship site supervisor the number of hours this internship will be per week

- \_\_\_ 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



## STEP 5. Fill Out Internship Registration Form

(Recommended due date: 1 month before registration)

This form below is what will begin my registration in Comm 591. Hand it in EARLY! I understand I am not enrolled in the class until this is in with the dept. office in UH018. I cannot enroll myself in the class through my cart.

\_\_\_\_\_ I have filled out the internship registration form including ALL parts that say IN CAPS anything like [PUT THE INFO HERE]

\_\_\_\_\_ I have written down how many hours per week my internship will be. This determines the number of units. Select one here AND on your internship form where it says [ENTER NUMBER OF UNITS].

\_\_\_ 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

\_\_\_\_\_ I have signed the internship form

\_\_\_\_\_ I have provided the form to my company internship site supervisor for signature. (Note: Scan or hard copy or fax or photo or email is OK)

\_\_\_\_\_ I have provided instructions to my company internship site supervisor on how to get this form back to me the student once completed.

\_\_\_\_\_ I have BOTH dropped off my completed form to UH018 for the internship coordinator and emailed a copy (photo OK) to the internship coordinator.

STEP 5

Form on Next Page:

# INTERNSHIP APPLICATION

# COLLEGE OF ARTS AND LETTERS SUPERVISION COURSE APPLICATION FORM

**Please print out the completed form, sign, and submit it to relevant department office.**

Department/Program	Location
ARABIC, FRENCH, JAPANESE, SPANISH, WORLD LANGUAGES AND LITERATURES	UH314
ART & DESIGN	VA105
COMMUNICATION STUDIES	UH018
ENGLISH	UH334
HUMANITIES, PHILOSOPHY	UH235
MUSIC, THEATRE ARTS	PA111
LIBERAL STUDIES	CE114

**PLEASE NOTE:** In order to receive course credit, supervision courses must contain an academic component. Merely completing hours at an internship, placement, or extracurricular activity is not sufficient to gain academic credit.

**PLEASE SELECT WHICH TYPE OF SUPERVISION COURSE:**

**PLEASE SELECT DEPARTMENT OR PROGRAM FOR THE SUPERVISION COURSE:**

**Course Subject & Number:**

**Title of Internship, Independent Study, or (Other) Project:**

**Units:**

**Quarter/Semester & Year:**

**Student Name:**

**Coyote ID:**

**Student Phone Number:**

**Student E-mail:**

**Major(s):**

**GPA:**

**Detailed description of the course goals:**

**Schedule of planned meetings with the faculty supervisor/director (e.g., F 10-11 a.m.):**

**A list of assignments or responsibilities or activities:**

**The means of evaluation:**

**Location and site supervisor information, if applicable:**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

_____ <b>Instructor Name (Print)</b>	_____ <b>Instructor Signature</b>	_____ <b>Date</b>
_____ <b>Department Chair Name (Print)</b>	_____ <b>Department Chair Signature for Academic Approval</b>	_____ <b>Date</b>

**FOR INTERNAL OFFICE USE ONLY:**

_____ <b>Dean or Dean's Designee Signature</b>	_____ <b>Date</b>
_____ <b>Student Enrolled or Permitted by Whom</b>	_____ <b>Date</b>
_____ <b>Student Notified by Whom</b>	_____ <b>Date</b>
_____ <b>Information Entered on Database by Whom</b>	_____ <b>Date</b>

## **STEP 6. Return Form**

(Recommended due date: 2-3 weeks before registration opens)

You have made it this far. Now just make sure to get everything to the right place so all your hard work produces its best result – a great internship!

\_\_\_\_\_ I have received the signed form back from my company internship site supervisor, if not I have followed up to get it back

\_\_\_\_\_ I have dropped off the form to my Faculty Internship Coordinator by leaving it at UH018 and by email. This can be done by email, during office hours, or by dropping off a hard copy form to UH-018 for the Internship Coordinator.

\_\_\_\_\_ I have followed up with an email to my faculty internship coordinator notifying him/her that the form has been dropped off

\_\_\_\_\_ The faculty internship coordinator may possibly email or call me with any follow ups in order to authorize the internship. I have responded in a timely manner

## **STEP 7. Get Registered**

(Recommended due date: Registration open date through first few days of class)

\_\_\_\_\_ I have registered for the Comm 591 class by following steps 1-5 above and checked in Student Center to confirm I am registered

\_\_\_\_\_ I have gone on BB immediately to familiarize myself with the course.

\_\_\_\_\_ If for any reason I was unable to register, I have followed up with the appropriate point of contact, be it CAL advising, my faculty internship coordinator, the registrar, etc.

\_\_\_\_\_ I have communicated to my company internship site supervisor that I am indeed registered and ready to begin my hours

\_\_\_\_\_ I have attended one of the offered internship orientations (available during published office hours and possibly at other published times)

**STEP 7**

## STEP 8. Do Internship Hours

(Recommended due date: Week 1-10 of class)

\_\_\_\_\_ I have completed all my hours at my internship site. Failure to complete the hours required for the units taken can result in no credit for the internship.

\_\_\_\_\_ If I missed any time due to illness or unforeseen circumstances I have made up that time.

\_\_\_\_\_ I have made it a point to be on time. If I am to arrive at 1:00 p.m., arrive at 12:50 p.m., not 1:10 p.m. If I am unavoidably detained (accident, flat tire, etc.) and you are able, I will call my supervisor to let him/her know what happened. If there is an emergency, I will provide documentation. Make it a point not to let it happen again.

\_\_\_\_\_ I have presented myself appropriately and professionally. On your first day, it's always best to dress in business attire. If you're not sure of what is considered appropriate business attire, ask the internship coordinator, or ask your internship supervisor what she or he prefers you wear to the office. The [CSUSB Clothing Closet can help provide you with professional attire](#) for FREE.

\_\_\_\_\_ I have remembered that I am there at my internship site to learn. People always respect those who are teachable.

*Note: if I have questions or concerns I should get in touch with my faculty internship coordinator right away.*

**STEP 8**

## **STEP 9. Do Assignments**

(Recommended due date: Week 1-10 of class)

\_\_\_\_\_ I check BB regularly to ensure that I know of any announcements, meetings, upcoming assignments, etc.

\_\_\_\_\_ Friday Week 8: I have filled out and provided Confirmation of Hours Worksheet to my Internship Site Supervisor for his or her signature. NOTE: Even though this isn't due to your faculty coordinator until week 10 it is ESSENTIAL to give your company internship site supervisor at least TWO weeks to get this back to you.

\_\_\_\_\_ Friday Week 10: I have turned in all assignments

*Note: if I have questions or concerns I should get in touch with my faculty internship coordinator right away.*



Form on Next Page:

# CONFIRMATION OF HOURS

**STEP 9**



College of Arts and Letters  
 Department of Communication Studies

**Confirmation of Hours Worksheet**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Quarter \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_ Concentration \_\_\_\_\_

Credit Hours registered for (check 1)  
 \_\_\_\_\_ 6 hours per week is a two-unit internship,  
 \_\_\_\_\_ 9 hours per week is three units,  
 \_\_\_\_\_ 12 hours per week is four units,  
 \_\_\_\_\_ 15 hours per week is five units

Host organization \_\_\_\_\_ Location \_\_\_\_\_  
 Company Internship Site Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Week worked	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	Supervisor's Initials
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									

Total hours worked \_\_\_\_\_ (Hours MUST be totaled)

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

**Note: This signed form is due Week #10 of your internship to faculty coordinator, but student is assigned to hand it in to company internship site supervisor Week 8 while still completing hours. SUBMIT ON BB**

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

Supervisor confirms the hours are in fact completed as noted above.

Notes or suggestions:

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## **STEP 10. Done!**

(Recommended due date: After Week 10 of class)

Congratulations! You have completed your internship in the field of Communication Studies. This is an enormous accomplishment and will always be something that makes you stand out to employers and among your peers.

Remember, your internship site supervisors are great resources for your future. Use this experience as a springboard and stay in touch with the people you met at your internship site.