



Fairfield
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Department of Communication

CO 398/399

COMMUNICATION INTERNSHIP POLICY, PROCEDURES, AND SYLLABUS

PURPOSE:

The primary goals of a Communication internship are: (1) to acquire first-hand knowledge about the field of work; (2) to experience new professional activities and relationships; (3) to apply conceptual knowledge and skills in the work environment; and (4) to experience the problems and successes of efficiently and effectively communicating within a complex organization. Internships are taken as recommended electives only. Consistent with Fairfield University policy as outlined in the University Catalogue, internships will not substitute for any required course(s) in the Communication curriculum.

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STUDENT ELIGIBILITY:

To be eligible for an internship in Communication, you must:

- Be a **Junior or Senior** student majoring in Communication.
- Have at least a **3.0** overall Quality Point Average.
- Submit a completed Internship Agreement Form.
- Have your internship application approved by the Communication Department Internship Coordinator before you register for internship credits.

ELIGIBLE STUDENTS MUST FOLLOW THESE PROCEDURES:

1. Explore on and off campus possibilities for an internship in Communication; there is partial list of sites in the Communication Department Internship Coordinator's office; there is also an Arts & Sciences internship website.
2. Obtain approval from some on-campus or off-campus office/agency to work as their intern.
3. Discuss your internship assignment with the Communication Department Internship Coordinator and seek his/her supervision of your internship activity.
4. After securing an internship, complete the **Internship Agreement Form**. This is a Department of Communication form available through the department website. Return the completed form to the Communication Department Internship Coordinator.
5. Register for CO 398/399 Internship in Communication. A student may apply no more than six credits taken through internships toward graduation.
6. Commit to work at least 12 hours but no more than 15 hours per week as an intern (i.e., for every three units of internship credit, student will work 12-15 hours per week at the selected internship site). Perform duties assigned by internship supervisor. **MINIMUM HOURS: 120, MAXIMUM HOURS 150**

ACADEMIC REQUIREMENTS FOR CREDIT:

- **Attend** at least 4 out of 5 scheduled meetings during the semester of your internship. These meetings will help you assess your progress in fulfilling the internship goals, provide an opportunity for all the interns to share experiences and troubleshoot problems, and help you prepare the written components of the internship, as well as a revised resume that includes the internship. Details of the classes will be provided via email. Please note that you are still responsible for all of the work and assignments even if you select to miss a particular class.
- Keep a **journal** about your internship experience. The key focus of your journal entries should be on the communication aspects of your internship assignment. The journal allows you to see how your internship evolved, how your attitudes evolved and knowledge developed, and how communication theory and principles fit into the pragmatics of your internship assignment.

Though not a "traditional" class, you are expected to participate fully in the academic aspect of the internship experience. To this end, please note that much communication for the class will happen via your stagweb email account. You must regularly check and respond to email from the Professor.

These journals will be kept and submitted electronically. You will receive more explicit instruction on these journals during our first class meeting.

- Write **two conceptual essays** based on the experiences you had and the observations you made. You may use the textbooks and readings from any of your Communication courses to provide the conceptual foundations for these analytical essays; several books are also on reserve in the DiMenna-Nyselius Library to help with this assignment.
- Create a **portfolio** of documents and artifacts from your internship experience. The portfolio should include samples of actual projects completed during the internship; e.g., letters, brochures, videotapes, press releases, press clippings, reports, documents, etc.
- You will also submit a revised **resume** that includes the internship experience.
- **Intern Evaluation Forms** completed by the on-site supervisor at the mid-term and end of your internship assignment. The completed evaluation forms must be returned to the internship coordinator on or before the specified date in order to receive a grade for the course.
- Submit all written work (journal, conceptual essays, portfolio) to the internship coordinator on or before the scheduled and announced due dates.

GRADING :

15%	Attendance and participation in intern meetings and workshops
15%	Journal
30%	Conceptual Essays
15%	Portfolio with Resume*
25%	Internship Evaluation Forms (to be completed by agency supervisor)

Please note that additional information, instructions and elaboration on all projects will be provided both during class and via email. You are responsible for ensuring you are up to date and note any changes to this syllabus.