



Fairfield
UNIVERSITY

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, up to 3 credits of internship experience can count toward Communication electives. Any additional credits count simply toward graduation and not any specific requirements. Grading is done using a standard "A" through "F" scale.

Internship Coordinator
Department of Communication
com-intern@fairfield.edu
Dr. Michael Serazio (Fall)
203.254.4000 (x2839)
Dr. Colleen Arendt (Spring)
203.254.4000 (x2026)

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 **2.8** overall Quality Point Average (this does not apply for summer internships).
- Submit a completed Internship Agreement Form.
- Have your internship application approved by the Communication Department Internship Coordinator before you are registered 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 available online through the Department of Communication web site. Consult the document located there on **Tips for Finding an Internship** for more help in locating an internship.
2. Obtain approval from some on-campus or off-campus office/agency to work as their intern.

3. 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. The Internship Coordinator will then enroll you for credit. During Fall and Spring semesters you will be automatically enrolled by the Internship Coordinator in the class once you turn in this form. During the Summer term you must turn in the Internship Agreement form to the Internship Coordinator and then take the appropriate paperwork, to be supplied by the Coordinator, to the Registrars office and register and pay for academic credit. Please consult the documents on Summer Internships located online for more information about the Summer term registration procedures.
4. A student may apply no more than six credits taken through internships toward graduation. The Internship Coordinator will enroll you for credit once you submit the Internship Agreement Form.
5. 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. These journals will be kept and submitted electronically through Mentor. You will receive more explicit instruction on these journals during our first class meeting and you should consult the document online about **electronic journals**. Note: For students enrolled for 1-credit during the Summer internship the journal assignment does not apply.
- 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

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 email account. You must regularly check and respond to email from the Internship Coordinator.

to help with this assignment. Note: For students enrolled for 1-credit during the Summer internship you need to only submit once conceptual essay.

- Create a **portfolio** of documents and artifacts from your internship experience that includes an updated resume. The portfolio should include samples of actual projects completed during the internship; e.g., letters, brochures, videotapes, press releases, press clippings, reports, documents, etc. Note: For students enrolled for 1-credit during the Summer internship the portfolio assignment does not apply.
- **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. These forms are emailed to site supervisors and completed online.
- Submit all written work (journals, conceptual essays) to the internship coordinator via Mentor on or before the scheduled and announced due dates. The portfolio must be turned in as a hard copy to the Internship Coordinator.
- Details about all of the above assignments can be located online through the Department of Communication's Internship website. You should download and understand all of the instructions located there,

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, these are sent via email)

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.