We are committed to developing the creative and intellectual potential of our students. Part of this is combining rigorous academic study with practical experience. Through internships, students are able to test and apply theories learned in the classroom. Internships also make it possible for Fairfield University students to investigate career opportunities while adding a distinctive learning experience to their resumes.

**SPECIAL NOTES ABOUT THE SUMMER INTERNSHIP:**

The summer internship is conducted slightly differently than a Fall or Summer internship experience. In addition to no GPA requirement, you must register and pay for one to three credits in order to receive academic credit. Please note it is not necessary to register for credits to do a summer internship. This option is available primarily for those students who (A) want/need internship credits to meet graduation requirements and (B) have secured an internship experience that requires students to be registered for credit in order to be eligible. Consistent with Fairfield University policy as outlined in the University Catalog, up to 3 credits of internship experience can count toward Communication or Public Relations electives. Any additional credits count simply toward graduation and not any specific requirements. Grading is done using a standard “A” through “F” scale.

**WHAT STEPS TO TAKE:**

1. **Explore** on and off campus possibilities for an internship in Communication and Public Relations; check out the internship database (on the department web page), research companies you are interested in working for, feel free to talk to the Internship Coordinator for assistance. Please see Career Planning for assistance as well and check out the document **Tips for Securing an Internship** on the department web site.

2. **Discuss** your internship assignment with the Internship Coordinator and seek his/her supervision of your internship activity.

3. After securing an internship, complete the **Internship Agreement Form**. This is a Department form available through the department website. You must bring this form to the Department Internship Coordinator who will collect this form. You can also email a PDF of this form.
4. After the Internship Agreement Form has been approved by and submitted to the Internship Coordinator you can then **register** and pay for 1-3 credits through the Registrar’s Office. You are not registered until you make payment. **This is the responsibility of the student!**

5. If you need a letter from the University stating that you will receive credit for an internship experience you should make arrangements to pick up this letter from the Internship Coordinator or have it emailed. Please note that this letter will not be provided until after you register and pay for internship credits. **Falsely representing that you will receive credits to an internship site and then failing to actually follow these registration procedures is a serious offense.**

6. You can then be enrolled in CO398/399 for credit. **You can not enroll before completing the above steps.** A student may apply no more than six credits taken through internships toward graduation.

7. Commit to work a **minimum of 120 hours.** Perform duties assigned by internship supervisor through the summer.

8. Both **one and three credit internship options** are available during the Summer term. Different assignments and work are associated with each credit configuration and details are available through the Internship Coordinator. Whether you register for one or three credits is up to you. There are fewer writing assignments associated with the three credit course in comparison with the one credit course.

9. During the Summer term the internship course happens **entirely online.** This means during the summer term your are eligible to intern at a site far away from campus and still participate in the virtual workshops and interact with your classmates.

10. You should **check your University email** regarding details of the class and requirements.

---

**There are many fields to explore through your Communication or Public Relations Internship:**

- Social Media
- Digital Journalism
- Public Relations
- Entertainment Media
- Event Planning
- Corporate Communications
- Marketing
- Community Relations
- Non-Profit Management
- Sales
- Advertising

**Recent students have interned at the following companies:**

- NBC Comcast
- MTV
- “Live with Kelly and Michael”
- Michael Kors
- CBS News
- Clear Channel
- DKNY
- InStyle Magazine
- Red Cross
- Comedy Central
- Univision
- Vogue Magazine
- SONY Music
- NBA, NHL
- Hollywood Life