

MC 491 - Mass Comm Internship COMM 575 - Internship in Communication Studies

Internship Coordinator: Tom Hallaq, thallaq@k-state.edu, 801-232-9173

Read this entire student information packet. It contains detailed information about what is required of you in an internship as well as the roles of the Mentor/Site Supervisor and the Internship Coordinator.

- Internship opportunities are posted on the Handshake app: <https://app.joinhandshake.com/>

- Specific dates of job search workshops, Career Fairs, mock interviews, special events and tours are available through the Career Center website: <http://www.k-state.edu/careercenter/>

What is an internship? An internship is similar to a job but is still an educational experience requiring a level of oversight by a qualified professional. A professional — the Mentor/On-site Supervisor — at the sponsoring organization supervises the interning student in a media or communication work environment. To obtain and complete a successful Internship, students should be aware of the following:

- *Interns should be simultaneously enrolled in MC 491 - Media Internship or COMM 575 - Internship in Communication Studies and complete all associated assignments during the internship period.*
- *Internships require a total of 80 hours per credit earned. These hours should be completed in no less than 4 weeks and no more than 16 weeks during the normal academic term (fall, spring, or summer). The internship class is repeatable, allowing a student to enroll multiple times, if needed.*
- All internships should be supervised by a working professional with an acceptable level of education or experience related to the field where the intern is placed.

Prerequisites: **Consent of instructor/approval of contract** and specified courses listed below. Majors have priority, others by department consent.

<u>Program</u>	<u>Prerequisite(s)</u>
Advertising & Public Relations	MC 280: Ad and PR Writing
Communication Studies	COMM 320 Theories of Human Communication
News & Sports Media	MC 301: Photo and Video Storytelling

- Identify an internship experience that will help you refine your skills and help you extend your professional network. The internship position must have a 'significant media or communication component' that warrants it being used as an internship.
- Interns cannot be directly supervised by a family member.** While interning for a company where a family member is employed can be beneficial, it is crucial that supervision of the intern is done by a non-related employee free from the influence of the family member.
- Internships can be paid or unpaid, depending on the organization. The School does not locate internships or assign internships to individual students. Any compensation agreements are between the organization and the intern directly.
- Internships with a previous or current employer must have a significant change in job responsibilities that will allow the intern to learn and grow through new experiences. **Simply counting your current job as an internship will not meet the requirements.**
- 80 hours of internship work are required per credit hour.** Along with your on-site supervisor, establish duties and a schedule with your organization. The internship course is a variable credit course, so be sure to enroll in the number of credits fitting with your internship opportunity.
- Fill out the area designated "To be completed by the intern" on the Internship Contract.

- ❑ Submit the contract to the Mentor/On-site Supervisor. The Mentor/On-site Supervisor, after completing his/her portion, will return it to you to submit to the Internship Coordinator (**contracts that are incomplete or unsigned by a site supervisor will not be accepted*). **Interns should not formally accept the internship offer until the contract has been approved by the internship coordinator.**
- ❑ When the Internship Coordinator has received, reviewed, **and approved** the terms of the contract, permission will be given to enroll in MC 491 or COMM 575. You still need to enroll in the class through KSIS; be mindful of the number of credit hours you are enrolling in; the system defaults to one (1) credit hour. **Hours contributed to the internship prior to contract approval will not be counted for credit. Retroactive credit will not be granted for internships completed prior to contract approval.**

Once you have enrolled in MC 491/COMM 575, you should complete the assignments detailed in the course syllabus including:

- ❑ Maintaining a Log of hours
- ❑ Keeping a weekly journal of your internship experiences (may be written or video).
- ❑ Submit a mid-term blog post.
- ❑ Compile and submit a portfolio of your best internship portfolio samples.
- ❑ Create a professional résumé and LinkedIn profile to be submitted to the internship coordinator
- ❑ Complete the Internship Experience Evaluation at the end of the internship

**Additional assignment details and grade weights are provided in the course syllabus.*

MC 491/COMM 575 Internship Contract

To be completed by the intern:

- I agree to complete the internship duties under the direction of the Site Supervisor/Mentor.
- I agree to intern 80 hours for each hour of academic credit that I am enrolled.
- I acknowledge that I have completed all the prerequisites before beginning my internship.
- I verify that I am not interning for a family member, or someone supervised by a family member.

Name: _____ WID #: _____

Sequence: AdPR Communication Studies News & Sports Media

I plan to intern _____ total hours and am seeking _____ credit hours (**80 hours of internship per 1 credit earned**).

I will enroll in MC 491/Comm 575 in the (Fall, Spring, Summer) _____ of (year) _____.

My contact information during the internship will be:

Phone: _____ E-mail: _____

Signature of Intern _____ Date _____

By signing this contract, I understand my internship hours will not be counted for credit until this contract is approved.

To be completed by the Internship Mentor/On-site Supervisor:

I agree to supervise the above-named intern's effort, to provide a learning opportunity in an appropriate professional work setting, to consult with the intern on his/her progress on a regular basis and to report to the MC Internship Coordinator on the intern's performance by completing the evaluation forms provided by the Internship Coordinator. I further acknowledge that my organization will be able to provide the number of hours required for this internship (*see total hour requirement above*).

Name & Title: _____

Company: _____

Address: _____

E-mail: _____ Phone: _____

Briefly describe the intern's duties (please attach an additional sheet if more space is needed).

Signature of Site Supervisor _____ Date _____

For Internship Mentor/On-Site Supervisor*

***INTERNS:** Please provide this page to your internship mentor/on-site supervisor upon acceptance of the internship offer.

Thank you for agreeing to mentor a student from the A.Q. Miller School of Media and Communication at Kansas State University. Professionals in journalism, public relations and advertising consistently tell us that an internship was one of the most useful experiences they had during their own college careers. Your role in our students' success is crucial, and we very much appreciate your willingness to provide our students with practical, real-world experience.

The following are some guidelines to ensure that the internship experience is positive for both you and your student intern:

- 1) Please complete the portion designated "To be completed by the MC Internship Mentor/Site Supervisor" on the Internship Contract and return to your intern.
- 2) As a MC Internship Mentor, your primary function will be to guide and monitor your intern during the internship. We ask that you provide the intern with abundant feedback, but also give him or her the opportunity to learn on his or her own. We suggest you schedule regular meetings with the intern to monitor progress.
- 3) We require two evaluations of the intern's work during fall and spring internships: one at about mid-term and one at the end of the internship. A link to these forms will be emailed to you from the Internship Coordinator. Please do not have the intern complete these evaluations. If you notice serious deficiencies in the intern's performance, please notify us so we can make a plan to aid the student in achieving the internship goals.
- 4) The grade the intern receives is based significantly on your evaluation of the intern's efforts and contingent upon the intern successfully completing some additional course requirements.
- 5) One of these requirements is for the intern to keep a journal. Its purpose is to document the intern's experiences on a weekly basis. The intern's journal must contain the following:
 - An explanation of how the internship was obtained, expected workplace conditions, whether the internship was paid or unpaid and if paid, how much
 - A weekly chronicle of events, issues, tasks and results spanning the internship period. It must include a personal reflection about what was learned, experienced, etc.
 - A log of internship hours signed by the intern and the Internship Mentor at weekly intervals.
 - A conclusion citing what was appealing and not appealing about the internship, whether the intern would consider this type of work after graduation and whether the internship experience affected the intern's career plans
- 6) Another requirement is for the intern to keep portfolio project samples completed as part of the internship experience. The intern should put the best examples of his/her projects into an electronic portfolio with explanations for each example (*please communicate early with both the intern and the MC Internship Coordinator in cases of confidentiality, making it difficult for an intern to collect portfolio content*).
- 7) To earn credit, an intern must work 80 hours for each hour of academic credit enrolled.
- 8) Internships may be paid or unpaid. Any salary or reimbursement issues are to be handled directly with the intern - the intern is not a University employee, and receives the primary benefit of practical training in their field of study by completing the internship at your company.
- 9) The School does not get involved in placing interns or the details of the internship unless problems arise.
- 10) The University has obligations under its own policies and applicable laws, including Title VI, and Title IX, to address student complaints of harassment or discrimination during the internship experience, and we appreciate your cooperation with the University's review of such a complaint.
- 11) If you create educational records related to the intern, the University designates your company as a school official with a legitimate educational interest in the intern's educational records to the extent necessary to conduct the internship.
- 12) Please do not use our logos, including the Powercat, without our written approval.

Thank you again for giving our students experience that they can use in their media and communication careers. If you have questions, please let me know.

Internship Coordinator: Tom Hallaq, thallaq@k-state.edu, 801 232-9173

MC 491/COMM 575 Internship Experience Evaluation

Name: _____ WID #: _____

Sequence: **AdPR** **Communication Studies** **News & Sports Media**

I enrolled in MC 491/COMM 575 in the _____ (Fall, Spring, Summer) semester of (year) _____.

Dates of Internship: _____

Sponsoring Organization Name: _____

City/State of Sponsoring Organization: _____

What type of business in the sponsoring organization? _____

Check where appropriate:

	Superior	Good	Average	Poor	Unacceptable	Not Observed
Access to your supervisor						
Assignments clearly defined						
Assignments challenging						
Helpful feedback on your internship						
Supervisor's demeanor						
Overall value of Internship						

Would you recommend this Internship to another MC student? Yes or No and why?

Other comments, suggestions, criticisms, ideas?

Signature _____

Date _____