

COM 498 - Internship in Communication Studies Information

Internship Director: Tammy Bulger

Eligibility

To be eligible for an internship, you must be a COM major (PCOM majors do not qualify), you must have a 2.5 or higher overall GPA, and you must be a junior or senior (59 or more credit hours completed). Because the purpose of an internship is to connect your coursework with practical experience, I also review classes completed in your discipline specialty area as they relate to your potential agencies.

Purpose of an Internship

The purpose of an internship is to provide practical work experience in a field you have identified as of potential career interest. Under the supervision of industry professionals, you will blend your academic training with pragmatic application. An internship should enhance your education far beyond the notion of it *looking good on a resume*.

Credits Toward Your Degree

A total of 12 credit hours may be earned through internships with a maximum of six earned at a single agency. Three hours of credit earned from COM 498, Internship in Communication Studies, may be counted toward the required 12 COM elective hours at the 300-400 level.

Internships are graded on a Pass/Fail basis. It is essential to understand that, although you will not receive a letter grade for your internship enrollment, you must strive for “A” work. “Average” work, for example, work that may earn a “C” in a conventional class, is simply NOT an option for your internship.

Applying For Your Internship

Detailed instructions are on next page.

How Are You Enrolled in COM 498

Registration for internships is not accomplished on SeaNet; in other words, you do **not** register for COM 498 on SeaNet. Registration is accomplished through an enrollment form obtained from Mrs. Bulger. During the spring and fall you may enroll in a maximum of 16 hours including your internship. Internships are secured during the period of pre-registration for the semester of intended internship (fall for spring; spring for summer and fall).

Blackboard Component

The classroom component of COM 498 is on-line. You will participate in weekly discussions with your group (randomly assigned at beginning of semester) and you will submit your progress reports, time logs and final reflection paper via the assignment drop box. Summer sessions will be handled in a slightly different manner.

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Step by Step Instructions

1. Complete **Application to Intern**
 - a. available on website: <http://www.uncw.edu/com/academics-internships.html>
 - b. submit typed application to Tammala Bulger, Dept of Communication Studies Internship director (LH 239, hanging file box labeled Internship Documents)
 - c. due dates
 1. spring internship – application due November/December
 2. summer one internships – application due March/April/ May (1st week)
 3. summer two internships – application due March – June (1st week)
 4. full summer internships – applications due March/April/May (1st week)
 5. fall internships – application due March – August (2nd week)
 - d. once your application is reviewed you will receive an email regarding your eligibility
2. **Meet** with Tammala Bulger, Dept of Communication Studies Internship Director, after receiving email regarding eligibility
3. **After** meeting with Ms. Bulger, **contact agency supervisor(s)** listed in on-line directory and request an interview
 - a. print **internship interview form** and take with you to interview;
 1. complete if accepted as an intern
 2. if told they will contact you in the future, you will need to return and complete form
 - b. if you wish to intern with an agency not included in the agency book, follow instructions on next page
4. Once you and the agency determine this is the appropriate internship for you, contact the Ms. Bulger via email (bulgert@uncw.edu) OR drop off the internship interview form. If you send an email it should include the following information
 - a. agency name
 - b. supervisor's name
 - c. number of hours for internship (3 or 6)The Ms. Bulger will then create an **enrollment form** and email this to you for your signature as well as your agency supervisor's signature. Return the signed enrollment form and the signed internship interview form to the internship director by due date in email. (fax 910-962-7144)
5. The internship director will then process the enrollment form and forward to associate dean's office and you will be **enrolled** in COM 498. You do **not** enroll in COM 498 via SeaNet.
 - a. due dates (all paperwork must be to me by noon on)
 1. Spring 2010 internships – January 11th
 2. Full Summer 2010 internships – May 14th
 3. Summer One 2010 internships – May 14th
 4. Summer Two 2010 internships – June 24th
 5. Fall 2010 internships – August 23rd

COM 498 Internship in Communication Studies New Agency Information

Students eligible for internships are full majors (no pre-majors), who have reached junior or senior standing at UNCW, and who maintain at least a 2.5 overall GPA. These students have also completed coursework that will support their internship opportunities.

To earn three (3) credit hours a student must volunteer 126 hours for the agency during the semester he or she is enrolled in COM 498. A student would complete these hours during the summer session in which they are enrolled. To earn six (6) credit hours a student must volunteer 252 hours for the agency during the semester(s) he or she is enrolled in COM 498. In the summer students may choose to enroll in Summer 1 Session, Summer 2 Session, or Full Summer Session. To earn 6 credit hours they must enroll in the Full Summer Session.

Whether a three (3) or six (6) hour internship the student would also be responsible for:

- submitting an accurate time log(s) to internship director at UNCW,
- submitting two (2) to three (3) excellent progress reports and reflection papers to the internship director at UNCW, and
- staying in contact with the internship director at UNCW via email and blackboard (fall & spring semesters) and email during summer sessions.

Agencies and site supervisors not currently approved by the Department of Communication Studies and Associate Dean Pilgrim must follow the instructions below to become an approved agency:

1. Agency completes and submits the Agency Approval Form available on our website (<http://www.uncw.edu/com/academics-internships.html>) (fax 910-962-7061)
2. Agency must include the credentials for agency supervisor(s) with the approval form
Credentials may be
 - resume with current position included or
 - a corporate bio including education (university and degree received)
3. Documents are due no later than the first day of the fall or spring semester. For summer school, documents are due no later than one week before the session begins.

Once an agency is approved by the department internship director, the department chair, and the Associate Dean of the College of Arts and Sciences, the student may be enrolled in the internship. The enrollment form must be signed by the student, the internship site supervisor, and appropriate faculty at UNCW and returned two days before our add/drop process ends.

Tammala Bulger
Internship Director, Department of Communication Studies