

## ***Student and Sponsor Guidelines for Communication Internships***

### **Purpose of the Internship Experience**

Internship courses are designed to provide Communication students with practical experience. In the bachelor's program, internships may be taken at the beginning of one's studies (COMMUN 298) or during the junior and senior years (COMMUN 698). In the Masters' program internships (COMMUN 998) should be taken near the end of the degree program. Internship experience's are intended to: introduce students to the workplace; assist students in career choice and development decisions, and help bridge the gap between formal education and the professional work world.

### **Student and Sponsor Information**

**ADVERTISED INTERNSHIPS:** All internship sponsors must publicly advertise the availability of the internship in a manner that allows equal and sufficient access to the advertisement or posting by all UW Milwaukee students. If a sponsor does not advertise the internship on UWM's PantherJobs website [http://www.uwm.edu/Dept/CDC/employer\\_posting.html](http://www.uwm.edu/Dept/CDC/employer_posting.html), a URL or hardcopy of the advertisement must be provided with the student's application to register for COMMUN 298, 698, or 998. The Department of Communication will make no exceptions to this rule.

**TYPES OF WORK:** During the internship experience the student should be permitted to observe and participate in a wide variety of professional job activities. In no case should the student be used as a substitute for the employment of a professional employee, a technical assistant, or an administrative assistant. The student's work should constitute a learning experience with as much breadth as possible in the limited time available; no student should be assigned merely to a single task during the entire period of the internship experience, nor should the student be given exclusively clerical work to do. At the outset of the internship experience, the intern supervisor and the student should agree upon the nature of the assignment and the basic work schedule. Any changes to this agreement should be reported to the Director of Communication Internships.

**REQUIRED HOURS:** One academic credit requires a minimum of 40 hours of internship placement. Enrolling in three credits therefore requires a minimum of 120 hours of internship experience. When these hours are to be fulfilled is to be arranged between the student and the intern sponsor.

**RECEIVING ACADEMIC CREDIT:** Academic credit is not given for the number of hours of internship placement. Academic credit is given upon the successful completion of academic exercises (e.g. papers, readings) completed during the internship.

**INTERNSHIP WORK SCHEDULES:** The student must negotiate with the intern sponsor to find a mutually acceptable schedule. In general, a student should not be scheduled to work during a time in which the professional supervisor is not present. Any changes in the agreed-upon schedule or internship responsibilities should be reported to the Director of Communication Internships.

**For further information contact Professor Jack Johnson (Director of Communication Internships) at [johnson@uwm.edu](mailto:johnson@uwm.edu) or (414) 229-5095**



DEPARTMENT OF COMMUNICATION
UNIVERSITY OF WISCONSIN MILWAUKEE

COMMUN 298, 698, and 998

INTERNSHIP APPLICATION

This application must be approved no later than two weeks before the first day of classes.

TO BE COMPLETED BY STUDENT

NAME: \_\_\_\_\_ UWM EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

SEMESTER AND YEAR OF INTERNSHIP: [ ] Fall [ ] Spring [ ] Summer Year \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

Have you ever earned 298, 698, or 998 credit while doing an internship with this sponsoring organization? [ ] YES [ ] NO If YES, what course did you enroll in, how many credits to you take and what were your internship responsibilities?

Four horizontal lines for providing details about the internship course and responsibilities.

Communication course applying for: [ ] 298 [ ] 698 [ ] 998

Number of credits: [ ] 1 [ ] 2 [ ] 3

Do you have a disability which will require accommodations by the agency?

[ ] YES [ ] NO

If YES, are you presently registered with the student accessibility center?

[ ] YES [ ] NO

You must submit your official or unofficial UWM transcript. You can obtain an official copy (in PDF) through PAWS. Your application will not be processed until your transcript has been submitted and reviewed.

(OVER)

**TO BE COMPLETED BY SPONSORING AGENCY OR ORGANIZATION**

NAME OF AGENCY OR ORGANIZATION: \_\_\_\_\_

ADDRESS OF AGENCY/ORGANIZATION: \_\_\_\_\_  
\_\_\_\_\_

NAME OF AGENCY/ORGANIZATION SUPERVISOR: \_\_\_\_\_

YOUR WORK EMAIL ADDRESS: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

1. Is the above named student presently a paid employee in your organization?

**YES**       **NO**

If YES, in what capacity is the student employed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Briefly describe the roles, responsibilities, and functions that the student will perform as an intern in your agency or organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What types of training, coaching and supervision will the student receive as part of his/her internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Where did you advertise the availability of this internship?

- PantherJobs  
 Company or Organization's Website (provide URL) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

If you checked "Other" you must attach a hardcopy of the advertisement

I have read the [Student and Sponsor Guidelines for Communication Internships](#) and I agree to follow these guidelines while supervising the student.

\_\_\_\_\_  
Signature of Agency/Organization Supervisor

\_\_\_\_\_  
Date

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FOR INTERNAL USE ONLY

**COMMUNICATION 298 and 698**

Name of Director of Internships: Jack Johnson

Signature of Director: \_\_\_\_\_

Date of application approval: \_\_\_\_\_

**COMMUNICATION 998**

Name of Sponsoring Faculty Member: \_\_\_\_\_

Signature of Sponsoring Faculty: Member: \_\_\_\_\_

Date of application approval: \_\_\_\_\_

Name of Director of Graduate Studies: \_\_\_\_\_

Signature of Director of Graduate Studies: \_\_\_\_\_

Date of application approval: \_\_\_\_\_